



Apprentice Learning

745 CENTRE STREET | JAMAICA PLAIN, MA 02130

ALUMNI PROGRAM MANAGER

The Alumni Program Manager (APM) will develop, implement and manage programs for young people who have completed Apprentice Learning's core middle school programming. This includes supporting the expansion of existing programs for recent alumni and, in collaboration with the program team, implementing initiatives using Apprentice Learning's community wealth approach to provide ongoing career exploration and readiness support to students in 10th grade and beyond. Reporting to the VP of Alumni, the successful candidate will ensure that emerging opportunities for older students and young adults reflect the same high quality delivery, attention to safety, and demonstrated impactful outcomes as our middle school programs.

RESPONSIBILITIES

Program Implementation

Coordinate administrative aspects of existing career programming for recent alumni, including delivery of Launch+ internship

- Manage outreach and recruitment for programs for recent alumni, including Launch+
- Create and deliver youth-facing content, including promotional materials and other communications, interest surveys, and workshops
- Support delivery of Launch+, including communicating with interns and caregivers, arranging meeting space and food, distributing laptops and stipend checks, and coordinating other logistics as needed
- Maintain intern database and track attendance, deliverables, and other key program information
- Manage accurate program documentation systems and report regularly on student data and success metrics
- Oversee aspects of the budget, including stipend checks and incentives

Capacity Building

Support the expansion of Apprentice Learning's capacity to serve more youth and young adults by ensuring new initiatives are sustainable and responsive to alumni

- In partnership with the VP of Alumni, design and implement a robust engagement strategy to identify and begin to build a network that includes recent and older program alumni
- Conduct surveys, focus groups, and 1:1 conversations with alumni to understand their ongoing needs and aspirations
- Identify community resources, build relationships, and establish partnerships that align with alumni-identified goals and support the development of new programming
- Support Apprentice Learning's leadership in Boston's career readiness ecosystem by participating in communities of practice, task forces, and other aligned collaborative initiatives
- In partnership with program and development staff, support recruitment of new interns, funders, partners, and volunteers by creating and delivering content on alumni initiatives
- Develop, train, and support a group of alumni ambassadors to represent Apprentice Learning through speaking engagements, conference presentations, and other public events

Organizational Support and Leadership

Contribute to a positive, supportive organizational culture that values unique individual qualities and collective voice

- Support organizational initiatives, events, and community impact
- Actively contribute to building an organizational culture that is positive, supportive and welcoming

SKILLS

Must have a strong commitment to urban youth, the willingness to engage in all aspects of the program, and the ability to motivate and inspire both youth and colleagues

- Excellent interpersonal and communication skills that support authentic relationship building with young people, their families, Apprentice Learning colleagues, school staff, community and worksite partners, and funders
- Exceptionally organized and an expert problem solver
- Strong work ethic and values that align with Apprentice Learning's organizational mission and vision
- Willingness to join and fully participate as a member of our school communities
- Classroom and real world experience in delivering programming in urban settings preferred

To APPLY please email your resume and cover letter to **bethany m. allen**, VP of Alumni, at bethany@apprenticelearning.org.