



Job Announcement: PROGRAM DIRECTOR

Top Honors, Inc. is a nonprofit educational organization that provides free math tutoring to 5th – 8th graders from all five boroughs of New York City. Our in-house curriculum targets mastery of fundamental math skills taught in middle school classrooms. Tutoring sessions are held on Saturdays and Wednesdays on the Upper West Side of Manhattan. In 2017, Top Honors opened a second Saturday site in downtown Brooklyn.

Top Honors is looking for a passionate and driven individual to join our full-time team. Reporting to the Executive Director, this new full-time role will be charged with managing the day-to-day operations of five, weekly, afterschool tutoring sessions that run from September – June of every year. The work week is shifted to include Saturdays. The Program Director will be on their feet for extended periods of time and will carry up to 15 pounds of program materials.

Primary Responsibilities (80% of time):

The Program Director will primarily be responsible for sound delivery of existing tutoring program to ensure a high quality program experience for students, parents, and volunteer tutors.

- Maintaining accurate electronic records of student-related data
- Representing Top Honors as the key operations contact at various functions
- Recruiting, training, and retaining new program participants, including students and volunteers
- Supervising part-time staff and optimally leveraging operations volunteers
- Delivering timely, professional, and courteous communications with students and parents in person and via email
- Guiding volunteer tutors on math curriculum content and instructional approaches, using feedback to inform Professional Development workshops with Director of Education
- Maintaining healthy relationships with program partners
- Building out existing math mentorship opportunity and volunteer engagement
- Managing website

Additional Responsibilities (20% of time):

The Program Director will support the organization's development needs and has room to develop professional interests aligned with Top Honors. This includes, but is not limited to the following responsibilities.

- Assisting with fundraising events and special campaigns
- Supporting Junior Board initiatives
- Maintaining social media presence

Qualifications:

- Enthusiasm and passion for community service, math learning, and mentorship
- Proficiency in middle school math skills (including and up to 8th-grade level math)
- Meticulous attention to detail and ability to see details in framework of larger picture
- Strong organizational capabilities as a leader in a multi-tasking environment; ability to prioritize changing needs
- Customer service orientation for engaging positively with 10–14 year-olds, parents, and volunteers with strong presentation and written communication skills
- Self-driven work ethic, with eye on both immediate and future organizational goals (roll your sleeves up and let's get it done attitude)
- Comfort crafting solutions in entrepreneurial environment with class and wit
- Intermediate to advanced proficiency in Microsoft Excel, Google Drive applications, and Dropbox
- Bachelor's degree
- Background clearance by the NYC Dept. of Ed. (Top Honors will process during training period)
- (Nice to have, not required) Spanish fluency, experience in education and / or with students ages 10–14

Application Instructions:

Please send your resume and cover letter with the subject line "I Love Math: [Candidate Name]" to jobs@tophonors.org. Cover letter should be less than one page and address the following:

- How does your experience, professional interests, and education (formal or real world) qualify you for this position?
- What can Top Honors do for you, i.e. why are we a good fit for your professional interests?