The Organization:

Our country's education and workforce systems have been failing to support low-income Americans, and it is hurting our young people, employers, and our economy alike. Despite progress in national high school graduation and college enrollment rates, college dropout rates are tragically high, with the average dropout burdened by significant debt. At the same time, many employers struggle to find and sustain entry-level talent, especially in mid-skill jobs requiring a postsecondary credential.

Propel believes a better system can exist—one that seamlessly connects education and employment. They do this by bringing together high schools, community colleges, and employers in a unified system of skill-building, job placement, and ongoing planning for young adults. Their model includes a “core course” in or directly after high school, in which students determine their job pathway and begin to prepare for it. Propel then covers the cost of job training, pays a modest stipend, provides mentorship and support, and guarantees a job interview for any “Propel fellow” who successfully completes their training. This process empowers recent high school graduates with the skills, credentials, experiences, and social networks to attain a well-paying job within one year, with opportunities for advancement and higher education.

Propel is currently operating in Louisiana, New Jersey, Massachusetts and Rhode Island, leveraging extensive relationships and credibility with key government, industry, and education leaders. Our current pathways span healthcare, technology and engineering, automotive and manufacturing.

The Opportunity:

We are seeking Program Director(s) in Massachusetts and Rhode Island to support Propel fellows in identifying a pathway and transitioning to a career. The Program Director will support the regional team by providing student and school facing support in the development and implementation of the Propel program. Responsibilities will include:

- Cultivating and managing relationships with key school partners to deliver a high-quality core course and recruit students and teachers
- Supporting Executive Director on regional team management, including communications, systems / process management and professional development
- Working across the Central and regional teams to customize curriculum and program content to regional needs
- Supporting teachers and facilitators on successful delivery of core and specialization content to ensure an impactful experience for fellows
- Collecting feedback from students and teachers to improve the program
- Monitoring fellows to ensure they have the support and resources they need to successfully complete all program phases
• Managing end-to-end regional mentorship process, including recruitment and training of industry mentors
• Tracking student progress across all three phases of the program
• Working closely with regional and central team to develop the program model, processes and systems to implement it effectively
• Developing and implementing a system to support students in securing public funding
• Leveraging technology systems to track and monitor student progress and flagging students who are having issues or need additional support
• Providing individual coaching to students, teachers and mentors as necessary
• Supporting teachers in implementing Propel curriculum across Core and Specialization phases
• Manage the day-to-day relationships with training partners, employers and school districts to implement the program

Skills/Experience:

• Understanding of career readiness skills and the barriers that students face in transitioning from high school to post-secondary pathways
• Comfortable leveraging technology to track and monitor student performance
• Entrepreneurial mindset and willingness to do whatever it takes to get the job done
• Outstanding interpersonal skills and an ability and desire to develop and maintain deep relationships with teachers and schools
• Strong communication skills and willing listener
• Understanding of school systems and schools
• Preferred experience training teachers or mentors
• Preferred experience working with youth at the high school or college level

Minimum Qualifications:

• At least 4 years working with young adults in a high school or workforce development setting
• Education credentials highly valued by industry are preferred, including but not limited to a bachelor’s degree

Compensation
Propel offers a competitive total rewards package. We cover 90% of premiums, unlimited vacation and a flexible work environment. The salary range for this position is $71K-88K.

Interested in applying?
• Please submit a short cover letter and your resume to hr@propelamerica.org