



**Position Title:** Program Manager (Middle School, Social Emotional Learning)

**Location:** Chicago, IL

**Why do we do this work?** Many of our students in CPS encounter a stark transition to high school following their K-8 school experience, and we know many of them would otherwise succeed when given access to build their toolkit of the necessary knowledge, skills, and mindsets in a new and fast-paced high school environment. According to studies by the University of Chicago Consortium on School Research (UCCSR), ON TRACK students are more than 3.5x more likely to graduate from high school in four years than their off-track peers. Our work at Pitch In leverages this indicator as a more accurate predictor of high school graduation than students' previous achievement, test scores, or any additional differentiators.

**How is the Wood Family Foundation (WFF) - Pitch In program a solution?** Pitch In is an afterschool program that currently serves 250 students in 4th-9th grades in the North Lawndale and Humboldt Park neighborhoods. Pitch works in close collaboration with our school partners and respective communities to provide a tailored social-emotional curriculum, high-quality mentoring relationships, exposure to unique experiences, rigorous academic support, and in-school adult champions in order to ensure our students transition to high school and complete their first year successfully. While we continue to support our current students to achieve strong academic outcomes, our small and talented team continues to work hard to build out and execute on a strategic plan that will allow us to serve even more students in new neighborhoods, for years to come.

**To support our ambitious plans for student growth and opportunity, the WFF is looking to add a new Pitch In Program Manager to our team. The Program Manager will be primarily responsible for leading the Pitch In program:**

- ❖ Leverage and utilize our social-emotional learning curriculum to guide weekly sessions for each grade level, customizing lessons to best engage the unique students being served.
- ❖ Build relationships and community rooted in compassion and empathy with students during the school day, and especially during the after-school Pitch In program.
- ❖ Demonstrate consistent use of their strengths in order to complete several *executive functions*, including organization, planning, execution, and time management, all to lead to transformative student outcomes and drive the work forward.
- ❖ Build and maintain relationships with a committed group of adult mentors, providing training when necessary to aid in their engagement with students.
- ❖ Establish relationships with school staff, teachers, and administrators as a contributing member of the school community.
- ❖ Foster relationships with families and community members in service of the student experience.



- ❖ Commit to consistent learning and growth, both individually as a practitioner and collectively as a member of our collaborative team.

**In order for Pitch In Program Managers to facilitate our transformative Pitch In Program, they will:**

- ❖ Create a culture of restorative practice, proactively nurturing community norms/agreements and classroom systems that lead to an effective and efficient Pitch In cohort session every day.
- ❖ Prioritize the establishment of trusting transformational relationships with each of your students, across grade levels as highest priority.
- ❖ Create incentives and fun-centered social-emotional learning activities that engage students.
- ❖ Care about and stand up for every single Pitch In student using your empowered voice and valuable perspective, effectively advocating for your students and modeling ways they can advocate for themselves.
- ❖ Build strong, established relationships with a variety of influential stakeholders across the school, leading to seamless communication around all aspects of student support and school operations.
- ❖ Leverage relationships and partnerships to influence classroom culture and school culture by navigating the “school system” to ensure that upholding the dignity of all students, teachers, and families is a school goal and priority.
- ❖ Lead a smooth onboarding process for all adult Mentors assigned to your school site, including an overview of the Pitch In program, facilitating connections across all Mentors, and creating opportunities to honor the contributions of each Mentor, cultivating their excitement and desire to spread the word, share their stories with friends and family, and recruit even more amazing Mentors!
- ❖ Demonstrate the ability to organize, plan, and appropriately personalize culturally relevant and responsive curriculum in alignment with the strategic scope and sequence for each grade level.

**The ideal candidate for this role is someone that:**

- ❖ Deeply believes in our mission and the potential of *every* student, our schools, and communities.
- ❖ **Enjoys and has experience working with middle school students (ages 9-15) with evidence of results.**
- ❖ Has moderate to significant experience working in the Chicago communities we serve.
- ❖ Has mastered written, as well as oral, communication as it relates to the varied and diverse audiences with which you communicate.
- ❖ **Demonstrates exemplary *executive functioning* skills in your daily work (i.e. organization, communication, planning, and execution).**



- ❖ Thrives in and enjoys being part of a small, super collaborative team, “laying the tracks while the train is moving.” You are enthusiastic about helping us chart the course, and not afraid to take risks.
- ❖ **Enjoys project management, and is able to manage multiple stakeholders and events simultaneously, delegate across to peers and up to managers, and influence others to join our mission.**
- ❖ Operates with a high level of personal responsibility, optimism, and resilience.
- ❖ Loves to have fun, is cheerful in spirit, and has a sense of humor.
- ❖ Is committed to making consistent progress and/or are interested in deepening your liberatory consciousness in order to build your own social awareness and understanding of systemic inequities, all to be actively anti-racist and to deepen these commitments within your students.
- ❖ Is innovative, creative, and resourceful in tapping into the power of your own network and connections to directly serve your school community.
- ❖ Program Managers lead our after-school program, which means their hours are non-traditional. We have a flexible work culture on our team; Site Leaders typically work from 10:00am-6:00pm.
- ❖ We are currently working from a hybrid model of working virtually from home and in-person on the school-level to support programming when safe.

### **How can you apply to join our team?**

Submit a tailored cover letter and resume to [careers@woodfamilyfoundation.org](mailto:careers@woodfamilyfoundation.org). Please make sure to include the name of the role in the subject line. We review applications on a rolling basis.

Based on the breadth and depth of experience a candidate possesses, WFF typically offers Site Leaders a starting salary range of \$49,000 - \$52,000 annually, along with competitive Blue Cross Blue Shield medical and dental benefits, vacation days, sick days, generous leave policies, and a flexible & human-first work culture. Finally, as we grow, we will seek out professional development opportunities for all team members to hone their practice and skill sets, and increase our team-wide learning and growth.

*WFF is committed to offering an inclusive workplace that promotes, values, and encourages diversity. At the heart of the organization, WFF seeks to foster an environment diverse in age, gender identity, race, sexual orientation, physical or mental ability, ethnicity, and perspective. The policy and intent of WFF is to provide equal employment opportunity for all persons regardless of race, color, religion, national origin, marital status, political affiliation, affectional orientation or gender identity, status with regard to public assistance, disability, sex, or age.*