



COMMUNITY BRIDGES, INC.
(Full-Time, 40 hours/week)
High School Program College and Career Program Manager Job Description

Community Bridges, Inc., (CB) is a nonprofit organization with a mission to empower girls from diverse backgrounds to become exceptional students, positive leaders and healthy young women. We do so by addressing the developmental needs of young women and families living in underserved communities in Montgomery County, Maryland.

The CB Girl's program encourages girls in 4th through 12th grades to explore their identity and self-esteem, and to build their character in a safe space. Through our program girls develop personal responsibility, confidence, and leadership using a tested, grade integrated curriculum. Community Bridges College and Career Program connects high school students with the tools and processes for their next steps after high school graduation, with a strong emphasis on postsecondary education. Each girl receives counseling about their options, coaching through the application process, and toolkits and resources for successful enrollment in college and beyond.

Position reports to: Program Director

Duties Include (but not limited to):

Administrative

- Collect Enrollment Forms, pre and post assessments, Permission Forms and income verification. Update participant files.
- Track and enter data on girls including; grades, attendance, pre and post assessments and SSL hours into data management system, Apricot.
- Work with staff to develop community events, including annual end of year showcase and career summit.
- Collaborate on monthly reports.
- Attend staff meetings and professional development trainings.
- Collaborate and track CB girls progress towards post-secondary success.

Coaching/Counseling

- Collaborate with school counseling staff.
- Send weekly email or text reminders and updates to participants.
- Assist students in creating an individual development plan.
- Schedule one-on-one meetings with all CB high school participants.
- Coordinate student participation in scheduled College & Career Readiness Workshops.

Program Management

- Facilitate programs for CBHS participants at local Montgomery County High Schools virtually and in-person.
- Implement the Positive Youth Development approach and utilize best practices. Recruit and maintain 25-30 participants per school.



- Provide individualized support to each girl as needed.
- Develop relationships with key school and community personnel.
- Develop rapport with families of participants.
- Maintain contact with school personnel as needed to discuss girls' progress and any necessary support.
- Attend relevant school and community meetings.
- Other duties as assigned.

Qualifications:

- Demonstrated commitment to positive youth development, social justice and social change.
- BA in education, family studies, gender studies, sociology, social work or a related field and/or 2-3 years of practical experience.
- Experience facilitating diverse groups with varied learning styles.
- Self-starter who identifies leadership opportunities within the organization.
- Is creative, ethical and able to work collaboratively and independently.
- Demonstrated ability to meet deadlines and manage time accordingly.
- Is detail oriented and organized.
- Passionate about working with youth and girl empowerment.
- Must pass a criminal background check and have a clean driving record.
- Experience in community organizing and project planning ideal.
- Evening and weekend work required. Must have reliable transportation to get to and from programs.
- Must have a valid drivers license.
- Ability to write and speak fluent Spanish is preferred.

TERMS: This is a full-time exempt position. In addition to an excellent benefits package, and consideration for a flexible work schedule, Community Bridges offers leadership training and professional development opportunities. Salary is commensurate with experience. Women, BIPOC and residents from under resourced communities are strongly encouraged to apply. **Community Bridges, Inc.** does not discriminate on the basis of race, color, religion, sex, national origin, disability, or sexual preference.

COMPENSATION AND BENEFITS: Community Bridges offers a competitive, region specific, salary range of \$40,000 - \$48,000. The starting salary is based on experience. We also offer a comprehensive health and benefits package with paid time off.

If you're interested in applying: Please complete and submit the screen questions [here](#). After submitting your screen questions, they will be reviewed by the Executive Director, Program Director and the Development and Operations Manager. If you meet the requirements and are selected, you will be contacted to submit your resume and cover letter. Please no emails or phone calls.