Position: Program Associate, Virtual Learning and College Success  
Reports to: Senior Program Coordinator, Virtual Learning and College Success  
Status: Full-time Exempt  
Start Date: September 2020

The Job  
The Opportunity Network (OppNet) seeks a high-performing, mission-oriented individual to join its collaborative program team. The Program Associate for Virtual Learning and College Success will work within OppNet’s Fellows program on the Curriculum and Student Events team and will report to the Senior Program Coordinator for Virtual Learning and College Success. The Program Associate will support the expansion and sustainability of several exciting programmatic initiatives that will deepen virtual engagement for OppNet’s ever-growing group of Fellows. The Program Associate will work with outstanding students, enjoy freedom to create and collaborate on virtual and in-person curriculum, support the program’s rollout of a new virtual learning platform, and seize a real opportunity to create social change.

Due to COVID-19, the position will operate virtually, but may require some travel to OppNet’s lower Manhattan office location as soon as it is safe to do so. The OppNet staff is currently working remotely and offering a fully virtual model for students. We plan to continue working virtually from September 2020 until August 2021, with periodic in-person offerings at our lower Manhattan office location. The in-person offerings are contingent upon public health conditions. The candidate will be expected to be available to work from OppNet’s office in NYC and resume work as a standard non-remote employee as soon as public health regulations and conditions allow.

The Organization  
Founded in 2003, OppNet ignites the drive, curiosity, and agency of underrepresented students on their paths to and through college and into thriving careers, powered by our commitment to access and community. OppNet connects students from historically and systematically underrepresented communities to college access and success, internships, career opportunities, and personal and professional networks through our two programs: 1) OppNet Fellows, an intensive six-year-long program starting in 10th grade through to college graduation and 2) Career Fluency® Partnerships, our immersive capacity-building program for schools and youth-serving organizations across the U.S. looking to accelerate college and career readiness for their young people.

The Person  
The ideal candidate will personally connect to the important work we do and value diversity, equity, and inclusion (DEI) across the organization. The candidate will demonstrate DEI values by actively participating in all organizational-wide learning sessions and self-reflection, as well as working with others to enact changes that contribute to meeting the organization’s anti-racist and anti-oppressive goals. The candidate will have the competency to manage a variety of tasks that meet stated objectives and timeline. The candidate will consistently demonstrate regular data collection and has knowledge of student centered curriculum development to add value to our virtual curriculum offerings.

Responsibilities

Support for OppNet’s Virtual Learning Management System (UninterruptED via Litmos) (30%):  
• Be a liaison between the Curriculum Team and various program leads (with a focus on College Success) to support their use of our Learning Management System (LMS) called “UninterruptED” for content, communication, and program management
Support with developing and sharing training materials
- Assist Senior Coordinator for Virtual Learning and College Success working with Litmos, our LMS software provider for UninterruptED
- Provide troubleshooting and solutions as needed to maximize the usability and functionality of UninterruptED for all users
- Track usage, analytics, and feedback from Fellows and staff on UninterruptED
- Work with the Decision Science team to ensure proper data collection of user analytics
- Develop and revise virtual learning content for UninterruptED for open access use, our capacity building Partnerships, and Fellows
- Identify opportunities and collaborate across teams for deeper program-wide engagement with virtual learning for Fellows

Curriculum Development and Team Support (30%):
- Work collaboratively to support the Senior Program Coordinator for Virtual Learning and College success with virtual and in-person curriculum development for college students
- As needed, support the Program Coordinator for Curriculum and Student Events with curriculum for 11th and/or 12th grade Fellows
- Work to enhance the integration of OppNet’s core competencies into curriculum and facilitation program-wide, with a focus on College Transition and College Success
- Contribute to the work of the Curriculum and Special Events team to define, integrate, and assess pedagogical goals throughout Fellows Program curriculum
- Assist with curriculum and facilitation trainings for the Fellows Program Team

College Success Program Support (30%):
- Conduct 1:1 and group check-in calls and virtual campus visits with approximately 40 college-level OppNet Fellows throughout the fall and spring semesters
- Support curriculum mapping, development and facilitation for college transition and success virtual and in-person curriculum, including Winter Conference, Summer Series, and other related programming throughout the year
- Support data collection and analysis for College Success’s Core Competencies model for Virtual Learning

Overall Fellows Program Assistance (10%):
- Facilitate workshops for 11th and 12th grade Fellows
- Facilitate annual intensive programming and special events as required, e.g. Summer Institute, College Application Boot Camp, and College Transition Boot Camp, Speed Networking, etc.
- Lead recruitment visits/information sessions at area high schools and interview prospective Fellows and support with recruitment interviews

Qualifications
- Bachelor’s degree from an accredited college or university;
- 1 – 2 years of experience in college success or relevant youth development services, facilitation experience preferred;
- Demonstrated skill set in virtual curriculum creation for high school and/or college students;
- Demonstrated skill set in project management, including:
  o ability to keep a project moving toward successful completion
  o ability to set and meet deadlines
  o detail oriented
  o outstanding organizational skills
  o creative and critical problem-solving skills
Experience with learning management systems (LMS) or e-learning strongly preferred;
Familiar with translating in-person workshops/curriculum to a virtual platform;
Well versed in culturally responsive teaching, student empowerment and agency and restorative practices;
Strong verbal, written, and oral communication skills;
Demonstrated proficiency in word processing, spreadsheets, internet research, e-mail, and Google Apps for Business
Experience with CRM software (Salesforce) preferred;
Proficiency in the following software a plus, but not required: Articulate360, Storyline, RISE, E-Learning Software, and Adobe Creative Cloud Apps;
Demonstrated ability to connect with college-level students from historically underserved and underrepresented communities;
Ability and willingness to work on some weekday evenings, select weekends, and occasionally, overnight trips to colleges and universities;
Has a valid driver’s license;
Knowledge of how higher education student services/affairs support college students a plus; and
Personal qualities of integrity, credibility, and a commitment to and passion for OppNet’s values and mission

Salary
Commensurate with experience, plus medical benefits, excellent vacation package, accruable comp time, 401K, and great work environment.

To Apply
Please submit a resume and cover letter, outlining how your credentials relate specifically to the responsibilities and qualifications listed above, salary requirements and earliest available start date to jobs@opportunitynetwork.org. Please put “Program Associate, Virtual Learning and College Success” in the subject line.