

# Program Specialist

## Position Information



<b>Company</b>	Crosby Scholars Community Partnership <a href="http://www.crobyscholars.org">www.crobyscholars.org</a>
<b>Working Title</b>	Program Specialist (serving grades 6 through 10)
<b>Job Category</b>	Professional
<b>Position Type</b>	Staff
<b>Cycle of Appointment</b>	12 months
<b>Hours Worked Per Week</b>	Full-Time
<b>Work Schedule and Hours</b>	Monday-Friday, some evenings and weekends required
<b>Salary Range</b>	\$30,000 – \$35,000 Salary range: commensurate with experience and qualifications.
<b>Job Summary</b>	<p>The Program Specialist will support the Program Coordinator with managing the Middle and High School Programs to assure students (grades 6-10) and families are being served with current and accurate information and offered the most personalized services, the main responsibilities include:</p> <ul style="list-style-type: none"><li>• Remain current on best practices and trends in the delivery of services to middle and high school students and parents</li><li>• Assist with annual recruitment efforts.</li><li>• Assist Parent Engagement Specialist with implementation of engagement strategies for middle and high school parents.</li><li>• Track and implement plans for middle and high school students' program participation and completion.</li><li>• Coordinate Special Student Engagement Initiatives including but not limited to the Leadership Council, Crosby Club and college tours.</li><li>• Monitor 6-10 Program email account and respond to inquiries.</li><li>• Support, organize and host events for grades 6-10 including but not limited to Crosby Scholars academies and student volunteer opportunities.</li><li>• Collaborate with Outreach Teams to meet the needs of students.</li><li>• Contribute to the College Access Team as needed</li></ul>

<b>Required Qualifications</b>	<p>A four-year degree.</p> <p>Excellent verbal and written communication skills.</p> <p>Detail oriented with strong time management and organizational skills</p> <p>The ability to work autonomously with limited supervision.</p> <p>Proficient in Microsoft Office Suite and Google Drive.</p> <p>Ability to work as a cooperative team player.</p>
<b>Preferred Qualifications</b>	<p>Previous school counseling or teaching experience.</p> <p>Proven experience working with diverse student populations.</p> <p>Comfortable with public speaking in small and large group settings.</p> <p>Bilingual (Spanish) fluent speaking and written translation skills.</p>
<b>Desired Knowledge, Skills and Abilities</b>	<p>Ability to establish and maintain effective working relationship with others.</p> <p>Ability to respond quickly and effectively to uncertainty and change.</p> <p>Ability to work in a fast-paced environment.</p> <p>Ability to consistently be at work and on time, respond to management direction and seeks feedback and coaching for continuous improvement.</p> <p>Ability to embrace and promote a diverse environment.</p> <p>Ability to balance multiple priorities and tasks.</p>
<b>Working Conditions</b>	<p>Most of the work will be performed in an office setting although some work is performed at schools, special meetings and events. Must be able to do light lifting and have a valid NC driver's license with reliable transportation. A pre-employment background check and drug screening will be required.</p>

To apply, e-mail a resume' to Jewel Cherry, Human Resources/ DEI Officer, Crosby Scholars Community Partnership at [jcherry@crosbyscholars.org](mailto:jcherry@crosbyscholars.org). The review of applications will begin immediately and will continue until the position is filled.