

## **Job Announcement**

# **Program Director**

### **Organization Overview:**

High School Inc. is dedicated to empowering students with the skills and knowledge needed to succeed in today's competitive workforce. Through our innovative programs and business partnerships, we provide high school students with real-world experience, career exploration opportunities, and professional development that prepares them for post-secondary education and career success.

### **Position Overview:**

High School Inc. is seeking a dynamic and visionary Program Director to lead and manage all aspects of our comprehensive student programs and initiatives. The Program Director will oversee the strategic planning, program development and implementation, stakeholder engagement and ensuring that they align with our mission and meet the needs of our diverse student population. This role requires a strong leader with experience in nonprofit program management and community partnerships.

### **Key Responsibilities:**

- **Program Development and Management:**
  - Lead the strategic planning and development of High School Inc.'s programs and initiatives in alignment with the organization's mission and goals.
  - Oversee the implementation and evaluation of program activities, ensuring they are executed effectively, efficiently, and in line with best practices.
  - Collaborate with internal teams, educators, industry partners, and other stakeholders to design and enhance program curriculum, resources, and learning experiences.
  - Ensure program compliance with relevant regulations, policies, and funding requirements.
  - Monitor program outcomes, collect and analyze data, and utilize findings to drive continuous improvement and inform decision-making.
  - Develop and manage program budgets, allocate resources effectively, and oversee financial reporting and accountability.
  
- **Stakeholder Engagement and Partnerships:**
  - Cultivate and maintain strong relationships with schools, educators, industry partners, community organizations, and funders to support program objectives.
  - Collaborate with stakeholders to identify needs, opportunities, and emerging trends in education and workforce development.
  - Engage and mobilize diverse stakeholders in program planning, advisory committees, and other collaborative initiatives.





- Represent High School Inc. in external meetings, conferences, and events to promote program impact and build partnerships.
- **Staff Leadership and Development:**
  - Provide leadership, guidance, and mentorship to program staff, fostering a culture of collaboration, innovation, and excellence.
  - Set clear performance expectations, conduct regular performance evaluations, and provide professional development opportunities.
  - Promote a positive and inclusive work environment that values diversity, equity, and inclusion.
  - Foster teamwork and effective communication among program staff and across organizational departments.
- **Program Evaluation and Reporting:**
  - Establish program evaluation frameworks, methodologies, and metrics to assess program effectiveness, impact, and sustainability.
  - Ensure timely and accurate reporting on program activities, outcomes, and progress toward goals.
  - Utilize evaluation findings to inform program adjustments, evidence-based decision-making, and external communications.

#### **Qualifications:**

- Bachelor's degree in Education, Business Administration, Nonprofit Management, or a related field.
- Minimum of 8-10 years of progressive experience in program management, preferably in the education or nonprofit sector.
- Demonstrated experience in strategic planning, program development, and evaluation.
- Proven track record of successful leadership with the ability to inspire and motivate teams toward a shared vision and goals.
- Strong understanding of education and workforce development principles and practices.
- Experience in managing complex programs, budgets, and resources.
- Strong communication, organizational, and interpersonal skills with the ability to effectively engage diverse stakeholders.
- Exceptional relationship-building and collaboration skills to cultivate partnerships with schools, businesses, community organizations, and other key stakeholders.
- Ability to think strategically, analyze data, and make informed decisions.
- Proficiency in project management tools and techniques for efficient program implementation and evaluation.
- Commitment to diversity, equity, and inclusion in program design and delivery.
- A passion for education, career readiness, and empowering young people.





**Compensation:**

High School Inc. offers a competitive salary and benefits package commensurate with experience. This is a full-time, exempt, in-person position with a compensation of \$80K - \$95K annually. Benefits include medical, dental, vision, and life insurances with generous employer contribution, flexible paid time off and generous paid holidays – including extra days off for Christmas and Independence Day, and a 401k retirement plan with 5% employer match.

**How to Apply:**

Interested candidates should submit a resume and cover letter to [hr@oneoc.org](mailto:hr@oneoc.org). Any resumes sent, or telephone calls made to High School Inc. will be redirected to OneOC. Please include “Program Director Application – [Your Name]” in the subject line.

*High School Inc. is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.*

For more information about High School Inc. and our work, please visit: <https://highschoolinc.org/>

**Join Our Team:**

Join us in making a difference in the community and advancing the success of our youth.

