

## Middle School Works Program Manager Job Description - Full time

### PUCS Background/Mission

At Pittsburgh Urban Christian School (PUCS) our mission is to equip students to engage the world with their unique, God-given gifts. PUCS provides an excellent education in an urban setting for a racially and economically diverse group of students. We are committed to educating from a Christian perspective with a curriculum characterized by integral thematic units, close student teacher interaction and substantive parental involvement. By offering a high quality, affordable education, PUCS seeks to play a leading role in enhancing the quality of life for the people of Wilkinsburg and surrounding communities. Our staff of certified teachers is dedicated to facilitating each student's spiritual, personal, social, academic and physical growth.

PUCS serves 150 students ranging from pre-kindergarten to eighth grade. PUCS employs 25 talented faculty and staff who are devoted to creating a rich learning environment for students. Our talented teachers help foster an environment that empowers PUCS students to realize their full potential and set them up for a successful post-PUCS educational experience.

Please review the [PUCS website](#) for further detail on the PUCS approach to learning and the impact PUCS has had on the community.

**Reports to:** Executive Director

**Location:** Hybrid

The Middle School Works Program Manager is responsible for starting a new program, Middle School Works, which will give PUCS & Wilkinsburg middle school students the opportunity to explore careers through business simulation, job shadowing/internships with local businesses, while connecting these experiences to the classroom. Middle School Works will allow 6th and 7th grade students to participate in a career simulation program and 8th grade students to shadow local businesses, exposing them to a variety of potential career paths. Funding has been secured for one year and additional funding is being researched. The role involves working with community leaders, students, parents and teachers and all administrative aspects of implementing the grant and program.

#### **Responsibilities:**

- **Students**
  - Case files to track participation of students
  - Mentor
  - Coach in presentations and panel discussions
  - Recruit students from Wilkinsburg and the East End

**CULTIVATING CARING HEARTS AND CURIOUS MINDS**

- **Lunch Talks**
  - Create a program for community and business leaders to speak to middle school students twice a month during lunch about their field and career.
- **Community Leaders/Internship hosts**
  - Identify diverse community/business leaders and secure placement opportunities for 3 weeks during summer, half-days on Monday through Thursday, and attend periodic debriefing meetings.
    - Organize and host a community meeting between businesses, residents, schools and faith communities in Wilkinsburg/East End
  - Contracts/agreements
- **Liaison with career exploration programs and career assessment tools**
  - Junior Achievement, Partner4Work, and others
  - Life skills/career preparation
- **Parents**
  - Exit interviews
- **Teachers and Curriculum**
  - Help faculty connect the academic curriculum to the kind of knowledge and skills students need in a particular job
  - Connect work with faith, faith and real life experiences
- **Administrative**
  - Case management
  - Finances
  - Scheduling
  - Surveys
  - Interviews
  - Report writing
  - Other as assigned

### **Qualifications**

- Detail-oriented
- Identify gaps and needs
- Connect with people
  - Speak in small and large groups
  - Relate to groups
- Business acumen
- Self starter, works independently
- Networker
- Patience

**CULTIVATING CARING HEARTS AND CURIOUS MINDS**

- Internships / high school
- Understands job is different from vocation
  - Administer a career interest test
- 1/3 Teaching, 2/3 Social Work connecting with businesses
- Make connections to the classroom
  - Example: chemistry in glass making
  - Academic and practical
- Service
- Bachelor's degree in a related area.
- Two or more years of related experience, and/or equivalent experience and training such as in an Office of College and Career or Workforce Development.
- Excellent written, verbal, and interpersonal communication skills.
- Proven project management skills and ability to drive a project from concept to completion
- Ability to work well within a team within the School
- Experience collaborating/working with outside organizations
- Strong organizational skills with the ability to multitask and prioritize workflow
- Highly motivated and productive

**Salary & Benefits:** \$35k - \$45K

**Required Legal Documents**

- Federal Criminal History Record
- Pennsylvania State Criminal Record Check (Act 34)
- Pennsylvania Child Abuse History Clearance (Act 33/151)

**How to Apply**

Interested applicants should send the following to [careers@pucs.org](mailto:careers@pucs.org):

- Letter of interest
- Resume
- Three references
- Personal Statement of Christian Faith / Experience