**YOUTH EMPOWERMENT MANAGER, RESEARCH AND OPERATIONS**

**Location: New York City**

**Organization Description**

America Achieves is a non-profit platform for initiatives focused on inspiring and equipping Americans to raise the bar in education and drive investment in what works so that each young person can succeed in our changing world. Too many students are not getting the education they deserve to meet the demands of the current economy. Educators and students have demonstrated that all young people are capable of achieving at high levels given the right supports – but these pockets of excellence are not enough. America Achieves initiates and promotes approaches and practices that can drive the improvement of student outcomes across entire educational systems, communities, and the nation.

America Achieves is nurturing a small community of transformational entrepreneurs to drive demonstrable impact at national scale on our nation’s youth. It provides an invaluable community of likeminded leaders that actively support each other’s development.

**Position Description**

This is an opportunity to join a highly entrepreneurial team and help solve a major challenge our teenagers face. We are asking what it will take for our teenage youth to be producers of their education, not just consumers. Asking how do we empower them to go from passive recipients of an educational journey to active and primary drivers. Our small but mighty team of three is fast paced, nimble, and willing to push the boundaries of what has been attempted. Over the coming months, we will engage in multiple learning cycles to test our assumptions, and develop an approach. We are looking for a fourth and final member of our team who is smart, jumps at the opportunity to think creatively, and can deliver work products quickly and with quality. Finally, it is worth noting that this opportunity is very rare. You will be joining a team of highly accomplished educational leaders, and you will have full access to all thinking and work. Do you have what it takes to join the team, and does the challenge light a fire inside of you? Contact us now.

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| **RESEARCH AND DATA MANAGEMENT** |
| **General Description of Responsibilities** |
| The Youth Empowerment Manager will be responsible for information management for the initiative. Specifically, this work will include:* Ongoing identification of key readings and research in support of the project
* Maintain clear, concise, and organized documentation of files, including all changes and requests
* Questionnaire development and setup
* Constructing reports and managing data in a web based application, including but not limited to presentations in MS PowerPoint and data files in MS Excel
* Conduct data quality checks and summaries based on report or project specifications
* Support the development of pilots and user experiences
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| **MARKETING SUPPORT AND DEVELOPMENT** |
| **General Description of Responsibilities** |
| This role will manage the marketing and end-user engagement:* Managing a strong and growing social media presence through key lever applications (Facebook, twitter, Instagram, etc.)
* Lead the development and management of organizational aesthetics, including the management and updating of a website
* Working in close proximity with external partners around generating pilot participants (either in-person or through beta-testing online)
* Managing the development of any video materials (training videos, student videos, etc.) and creating a clear and efficient organization and cataloging procedure
* Provides review of all external documents to ensure professionalism, consistency in aesthetics and messaging, and clarity of content
* Generate informational materials to a varied and complex stakeholder groups (ex. students, parents, funders, companies, etc.) with high quality and fast turnaround
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| **PROJECT OPERATIONS and BUSINESS MANAGEMENT SUPPORT** |
| **General Description of Responsibilities** |
| This role will support the ongoing needs of the project including: * Organizing and maintaining project-related information (via Google Docs)
* Lead vendor management and contract support (from beginning to end) such that vendors are selected and contracts executed within clear timelines, and that subsequent products meet and exceed expectations
* Organizing all components of events, meetings, etc.
* Set-up phone and video conferencing
* Support the development of business materials and documents
* Organizing and processing travel, receipts, calendar meetings, etc.
* Coordinating conversations between organizational stakeholders and team members (including the consolidation and forwarding of key documents, review of external materials, etc.)
* Engagement and development support including the finalization of documents and presentations, creating funder packages and informational documents, etc.
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**Qualifications:**

* Demonstrated entrepreneurial, collaborative, creative approach to work, and strong inter-personal skills.
* A Bachelor’s degree is required or equivalent experience with research design skills a plus.
* Deep commitment to supporting and understanding relevant practices of youth empowerment
* Exceptional oral and written communication skills including the demonstrated ability to research, assimilate and analyze information, and compose engaging media collateral.
* Proficiency in MS Excel and PowerPoint to present proven data in a clear and inspiring manner.
* Strong decisive nature, with well honed problem solving mindset skills.
* Ability to anticipate challenges, prioritize and analyze for effectiveness.
* Organizational skills including strong attention to detail to manage and coordinate simultaneous projects.
* Sound judgment regarding the appropriateness of guarding confidentiality to protect the privacy rights of youth.
* Experience in, or familiarity with, start-up environments
* Ensure necessary action plans and deliverables are completed in a timely and operationally effective manner.
* Self-starter with the ability to work independently in a very fast paced, results/success-oriented initiative.

This is a full-time, exempt position based in New York City (Manhattan). If interested, please forward a thoughtful cover letter and resume to Human Resources at recruiting@americaachieves.org

*America Achieves is an equal opportunity employer and actively encourage people from minority groups and diverse backgrounds to apply for positions within our organization*.