

Science Language & Arts

Program Associate

Description

Science, Language & Arts is seeking a Program Associate to support the growth of our admissions work and non-school programming, and will support the School Administration in the implementation of their duties. The Program Associate's responsibilities will cover a wide range of tasks to support key functional areas.. This position will work closely with several members of the leadership team.

The successful candidate effectively supports the strategic planning, conceptualization, development, and implementation of new and existing afterschool enrichment and tutoring programs. The responsibility of the Program Associate is to assist in the expansion of programming, assist in the management of day-to-day program operations, and support program staffing needs across all SLA locations.

This position can be tailored to meet the needs of a recent graduate looking to gain work experience or a more experienced professional looking to work in a fun and challenging environment. School-based experience is helpful but not required, and on-the-job training will be available, with the opportunity to attend external conferences.

Key Responsibilities:

- Plan and execute projects and activities that support SLA's programmatic goals
- Support the development and implementation of enrichment classes, summer programs and camps, and special offerings for three school terms and summer
- Assist teammates in planning and executing all student and family events, including family conferences, field trips, etc.
- Flexibility to work evenings and weekends as needed
- Collaborate with the Director of Operations and key program staff to support program development
- Support the operations of all school programs and ensure appropriate record-keeping and reporting of student attendance, late fees, registrations and invoicing
- Create material for marketing programs, identify marketing opportunities and events, identify and implement strategies to reach a broad audience and build market
- Support admissions strategy, admissions materials, and marketing initiatives
- Develop and monitor program budgets and revenue targets
- Establish efficient processes and systems for program development and logistics
- Prepare and distribute written materials, including flyers, brochures, newsletters, and posting on the school website, in coordination with the SLA marketing team
- Manage relationships with outside vendors
- Other duties consistent with the operation of a high-quality school

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- Ensure excellent communication and service for students, parents, school staff, and partners and clients
- Maintain database of student records, immunization records, and student attendance

Preferred Skills:

- Passion for education and public programming
- Ability to establish and maintain effective working relationships with program staff and school partners
- Excellent communication (oral and written) and interpersonal skills
- Proven ability to interact with a diverse range of individuals both in-person and on the phone, applying tact and discretion as situations demand
- Must have excellent organizational, time management, and follow-up skills, including the ability to multitask and meet multiple deadlines
- Familiarity with NYS regulations for child care and educational institutions
- Proficiency with Microsoft Office Suite
- Proficiency with Google Drive Suite
- Proficiency with FileMaker Pro
- Prior work experience in educational institution preferred
- French- or Mandarin-speaking ability a plus
- Prior experience supporting the operation of a summer camp a plus

Required Qualifications:

- Bachelor's Degree or higher, or equivalent experience
- Ability to communicate clearly in English is required
- Commitment to SLA's philosophy and values as detailed in the "About Our School" section and on our website: www.slaschool.org.

Benefits

- Subsidized Health Insurance
- Low-Cost Dental and Vision Insurance
- Wameworks Pre-Tax Transit Benefit
- Childcare and Healthcare Deferred Compensation Plans
- Membership in One Medical
- Membership in Teladoc
- Health Advocate Healthcare Support
- Affordable life and disability insurance options
- Discounted Gym Memberships (including ClassPass, NYSC, NYCHRC)
- Retirement Savings Plan

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How To Apply

- Please submit a resume and a cover letter as your application. The cover letter should describe your educational philosophy, address how you would perform well in this role, identify key relevant experiences, and include your availability. Later in the application process, please be prepared to provide personal and professional references as requested.
- Resume and Cover Letter submissions should be sent to **hiring@slaschool.org** and address your cover letter to the hiring manager. Please include the position title in the subject line of your email.
- Only applicants deemed a good fit for this position will be contacted to schedule an interview.