



Job Announcement

Program Manager

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 looking for a dynamic Program Manager ready to play a crucial role in our operational success and lead innovative programs that make a lasting impact. As a Program Manager at High School, Inc. you will be at the forefront of educational innovation and have the opportunity to design cutting-edge programs that empower students, engage with volunteers, educators and community leaders, and make a tangible difference in the lives of young people. Every day will bring new challenges and opportunities to shape the next generation of leaders.

Key Responsibilities:

Academy Program Development and Support:

- Ensure the effective implementation of the High School Inc. Academies program in accordance with the established Memorandum of Understanding (MOU).
- Create, plan, and report progress on academy program activities.
- Collaborate with each Academy to develop and submit annual program plans and budgets for approval.
- Assist in developing annual academy budgets, including expenses related to field trips, competitions, and other program activities, and ensure timely submission of expense requests and reports.
- Maintain close working relationships with staff, school administration, and members of the community.
- Coordinate and support activities and events organized by each Academy.

Industry Partnerships and Relationships:

- Attend, coordinate, and lead all academy industry advisory meetings, including minute-taking, outreach efforts, and orientation of new members.
- Act as a liaison between High School Inc. teachers, industry partners, and the community.
- Collaborate with the College and Career Coach to create internship opportunities with businesses, public entities, and educational sectors.





- Develop and implement a recruiting plan to engage potential business partners in the Academies' program activities.
- Provide structure and guidance to business partners supporting the academies, ensuring their retention.
- Plan and coordinate tours for visitors, ensuring engagement and providing follow-up for all participants.
- Establish a comprehensive plan to track and monitor business partners' ultimate participation in the academies, including developing a reporting process.

Program Marketing:

- Provide and collect information to support marketing initiatives related to the High School Inc. Academies program.
- Collaborate with external partners, such as industry professionals and community members, to promote the HIS Academies.

Program Evaluation and Reporting:

- Collaborate with school and Career Technical Education staff to develop project outcome reports and metrics that support the overall objectives of High School Inc. Academies.
- Ensure timely and accurate reporting on program activities, outcomes, and impact.
- Conduct ongoing program evaluations to identify areas for improvement and make data-informed decisions.

Qualifications:

- Bachelor's degree with 5-7 years of program management experience.
- Experience in nonprofit sector, work-based learning, volunteer management, or public sectors preferred.
- Proven history in managing, marketing, and/or developing innovative programs, preferably in a public or corporate setting.
- Excellent rapport-building and relationship-management skills
- Experience in serving as meeting chairperson and facilitator.
- A strong communicator with excellent organizational skills.
- A collaborator who can build strong relationships with students, staff, and community partners.
- Proficiency in using technology for management reporting, including project management and database management programs.
- Ability to work well under pressure, meet competing deadlines, and adapt positively to change.
- Strength in recruiting, managing, developing, coaching, and retaining business volunteers and other academy participants.
- Exceptional attention to detail and strong organizational skills.
- Personal qualities of integrity, credibility, positive attitude, self-direction, and a genuine commitment to and passion for the mission of High School Inc. Academies.
- Strong leadership skills with a visible, dependable, student-supportive, and results-driven approach





- 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 \$75K - \$80K 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. Any resumes sent, or telephone calls made to High School Inc. will be redirected to OneOC. Please include “Program Manager 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 and inspiring the next generation of leaders!



OneOC Recruitment Services
www.OneOC.org