



Associate Director of College Access

About Minds Matter Boston

Minds Matter Boston (MMB) is a not-for-profit organization whose mission is to connect driven and determined students from low-income families with the people, preparation, and possibilities to succeed in college, create their future, and change the world. For the last 15+ years, every Minds Matter Boston graduate has gained admission to a 4-year college, and 97% of alumni are still enrolled or have graduated from a 4-year college.

The organization is poised to dramatically expand both its service population and scope of services as part of its strategic plan. We are seeking an Associate Director who is passionate about our mission and is energized by our growth and expansion.

Position Overview

The Associate Director of College Access is a critical member of the leadership team who is responsible for leading our three year, intensive college preparation program for over 150 high school students. This is an extraordinary opportunity for a passionate leader to grow and further develop a proven program.

The Associate Director reports to the Director of Programs (DoP). This is a highly collaborative position that works with stakeholders throughout the organization, including all Minds Matter Boston staff members, the volunteer corps, the student body, and school, and CBO partners.

The Associate Director should be available to begin work by June 15. This position has regular work days from Tuesday to Saturday during the school year, with occasional evening meetings.

Core Responsibilities

Program Vision & Implementation

- Collaborate with the Director of Programs (DoP) to influence and implement the long-term vision and strategy for our college access programming.
- Ensure Saturday programming delivers high-quality content and is responsive to student and volunteer needs.
- Oversee key programmatic initiatives alongside the Program Manager (PM) and the Program Coordinator (PC). This includes our Summer Programs, Mentee Recruitment, and Mentor Recruitment processes. They will manage the strategic planning, partnership development, application, and selection process.
- Manage the Program Manager and Program Coordinator

College Access Program Management

- Oversee the implementation of our College Access program including weekly curriculum, operations, and volunteer and student support.
- Motivate students, staff, and volunteers to fully engage as participants of the MMB community on Saturdays and beyond.
- Execute and build upon our vision for community building for our college access program; oversee the execution of all major community events.
- Recruit, manage, and support our Team Leads, a team of volunteers who prepare for and deliver all Saturday session content at all grade levels.



- Recruit, manage, and support our team of paid test prep and writing instructors, including executing an observation and feedback process.
- Using the program calendar and a clear vision for success, oversee the week-to-week sessions and content created for each grade level. MMB core value: Commitment.
- Co-facilitate and support the DoP with content for volunteer training on topics such as effective mentorship, engaging youth, diversity, equity, inclusion, and more.
- Manage and track key data related to Saturday programming success and participant experience.
- Create a vision for our guardian and student engagement strategy and support the (PM) and PC to execute them.

Essential Qualities

- Passionate about Minds Matter's mission; understands the importance of investing others in our work
- Organized, with close attention to detail and consistent follow-through
- Strong written and verbal communication skills
- Collaborative, open to feedback and new ideas
- Student-centered and people-first
- Committed to pursuing ongoing personal and professional development related to diversity, belonging, equity, and inclusion
- Self-starter, ready to take initiative

Qualifications

- Bachelor's degree required
- Minimum of 7 years of work experience in educational or youth-centered nonprofit settings; preference for 1-2 years of work experience managing others
- High cultural competence with experience serving diverse populations and students from low-income communities
- Experience managing, motivating, and leading adults
- Bachelor's degree required

Compensation & Benefits

- \$70,000 - \$90,000; salary dependent on qualifications and experience.
- Excellent benefits package that includes medical/dental/vision/life and short and long-term disability insurance, 15 paid vacation days, 15 sick days, paid holidays, and a 401k plan.
- Minds Matter Boston is a hybrid organization

How To Apply

To submit a resume and cover letter, please click [here](#).

Minds Matter Boston is an equal-opportunity employer and is deeply committed to diversity, equity, and inclusion. **We encourage applications from those who identify as people of color and/or first-generation college graduates, as these experiences and identities reflect those of the students we serve.**