



Manager of Operations and Volunteers (MOV)

Student Leadership Network (SL Network) operates three programs that empower young people from underserved communities to access educational opportunities that prepare them to lead successful lives: The Young Women's Leadership Schools (TYWLS), a high-performing network of all-girls public secondary schools; CollegeBound Initiative (CBI), a comprehensive college access and success program for young men and women; and Young Women's Leadership Network (YWLN), a national network of 15 all-girls affiliate schools modeled after our TYWLS network. SL Network programs promote a college-going culture in schools and make the dream of college a reality for the students we serve. To learn more, visit our website at: www.StudentLeadershipNetwork.org.

Reporting to the TYWLS Associate Director of Operations, the **Manager of Operations and Volunteers** will serve as a central logistics and operations manager for the TYWLS team, maintaining a team calendar of all events and programs, both internal and external, and sharing that calendar with relevant team members from other parts of the organization. The MOV will manage network-wide events for all schools and will be responsible for leading and implementing a vision for the volunteer strategy we employ for the events. This will include diversifying the volunteer pool through improved volunteer recruitment, training and cultivation for these events in close partnership with the Development team. The MOV works collaboratively with the Development team on recruiting, preparing, and following up with volunteers and companies that work with our students. The MOV will provide templates and financial transactional support for a multitude of TYWLS programs and will manage all special opportunity requests by connecting them to the appropriate TYWLS team member. The MOV will be responsible for securing space for all TYWLS team events and will provide teachers and principals with reimbursements for programs, travel, and awards relevant to the work of the TYWLS team.

Primary Roles and Responsibilities include but are not limited to:

Operations:

- Collaborate with TYWLS school based staff and TYWLS internal team to implement programmatic preparation for all volunteer and special events and programs.
- Inform and update TYWLS schools about ongoing and special one-time student opportunities.
- Manage digital systems to increase efficiency around volunteer and special events.
- Create transition plans for liaison to take on (e.g. Graduation). Create an accountability checklist to ensure that things like graduation are attended to in a timely manner; with fidelity to the model.
- Create templates and financial transactional supports for a number of TYWLS programs including TYWLS teacher classroom grants, TYWLS graduations Regents prep, Stop Sumer Slide, Summer Bridge, Teacher awards and College Discovery day and/or new initiatives that arise.
- Implement program evaluation strategy across all school to synthesize and evaluate collected data in order inform program efficiency and changes.

Volunteers:

- Develop and implement a strategy, in collaboration with the Development team, to improve volunteer experiences at TYWLS.
- Lead communication with external volunteers and train individuals and companies for successful engagement with TYWLS programming.



The Young Women's
Leadership Schools



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- Recruit, develop and track volunteers who engage with TYWLS signature events and programs.
- Additional duties as assigned.

Key Qualifications:

- Bachelor's degree from an accredited four year College or University
- A demonstrated passion for expanding educational opportunities for low-income students and belief in SL Network's mission
- Experience designing and coordinating events-strong project manager
- Demonstrated interest in working with adolescent girls
- Two years of relevant experience in secondary education or an education non profit
- Superior planning, organizational, and logistical skills
- Ability to effectively collaborate across teams and communicate with diverse stakeholders
- Teamwork, collegiality, and a joyful approach to the work is required.

Compensation: Competitive/commensurate with experience. FLSA Status: Non-Exempt. Student Leadership Network is an equal opportunity employer.

Benefits: Medical, Dental, Vision, Flexible Spending and 401K matching.

Application Instructions: Please email your resume, cover letter, and desired salary range to MOV@studentleadershipnetwork.org. Please mention where you saw this ad. **PLEASE FOLLOW THE APPLICATION INSTRUCTIONS TO BE CONSIDERED FOR THIS ROLE.** No phone calls please.



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