



Executive Program Officer – Job Description

Highbridge Voices – After School Music and Academic Support Program

Position Description

Highbridge Voices is an after-school choral singing and academic program which seeks to provide a community of excellence for children in grades 4 through 12 and their families in the Highbridge neighborhood of the Bronx. Highbridge Voices' Choral Program provides its students with an extensive musical experience via music classes, individual instruction, and performances both directly and in collaboration with the Metropolitan Opera Guild Teaching Artists Program, Urban Voices. Highbridge Voices' Academic Program provides academic supports along with individual plans and parental engagement, also delivered directly and in collaboration with community partners: Fordham University, the Alianza Beacon Program, and the Highbridge Community Development Corporation (HCDC).

In the Executive Program Officer (EPO) position, the Board is seeking an individual with an education and community mindset who will provide the high level of leadership, coordination, interpersonal skills, and communications necessary for Highbridge Voices to grow and fulfill its mission of exemplifying excellence in a sustainable way. The EPO will provide oversight and coordination of the music and academic in-house and Partner-run programs; will develop individual School Progress Plans for each participant in coordination with the parents/families; will build a cohesive program and community across Highbridge Voices staff and community partners (Urban Voices, Fordham, Alianza).

Some of the day-to-day tasks will include coordinating the schedules and space use between PS11 and Merriam Avenue locations) for music, academics, and tutoring; get to know the students and their families and develop individualized School Progress Plans; trouble shoot and improve processes/programs with help of frequent feedback and mini-survey measurements; coordinate/support additional music activities- theory, voice lessons, and music appreciation classes (as determined to be necessary); organize two musical performance/concerts a year (for families and fundraising), coordinate family workshops with Fordham University, and develop retention activities for HV students to deepen the students' experiences and sense of community. Responsibilities also include: hire, train, and supervise Highbridge Voices' (very small and part-time) staff; maintain payroll and manage annual budget (@\$500-\$700k); be a leader in donor interactions, development events (eg the annual benefit concert), and community networking.



Music Program Support

- Organize and coordinate music programs with Urban Voices, PS 11 and HV support staff.
- [Organize, staff and coordinate music theory/music appreciation classes, and group/individual voice lessons - (*as determined by Board/resources/program)]
- Produce/Facilitate musical performances annually for families, community, and funders
- Organize and coordinate any fee-based performances- e.g. Singing the national anthem at the Yankees

Academic Support

- Develop multi-year individual Student Progress Plans in conjunction with each student, their family/parents, and potentially, their schools.
- Ensure ongoing Student Progress Plan implementation via ongoing interaction with individual students at PS11/Highbridge Voices, report card/progress checks, coordination of internal and external tutoring/academic enrichment programs (including middle, high-school and college application support.).
- Support parents via regular check-ins plus arranging parenting support workshops at Highbridge Voices and helping to connect families with other social supports and agencies available in NYC.
- Work closely with Fordham University's Center for Community Engaged Learning to maintain, develop and improve the tutoring program which is the major pillar of Highbridge Voices' homework assistance and academic support.
- Identify resources to help HV students fill academic gaps identified in their Student Progress Plan and/or pursue areas of individual interest and excellence.
- Develop metrics and evaluate efficacy of HV's academic programming.

Administrative Functions and Board Support

- Develop and monitor annual budget - tracking program spending and fundraising revenue, with support from HCDC finance staff.
- Oversight of purchasing, payables (including contract staff), receivables, and payroll.
- Provide direction to janitorial staff, provided by HCDC, to ensure facility is safe, clean, and ready for students on a daily basis.
- Assist board members in scheduling, planning and preparing materials for board meetings.
- Keep all Highbridge Voices social media platforms, website, YouTube, Instagram, Facebook, and Twitter, current highlighting events and news
- Keep close relationship with the neighborhood schools and organizations for recruitment

HIGHBRIDGE VOICES

Inspiring excellence through music.



Requirements:

Bilingual preferred; at a minimum, the ability to understand and to make one's self-understood to all Spanish speaking individuals

College degree, and at least five years of work experience in education or social work.

Knowledge of or passion for learning through music.

Proven abilities to lead cooperatively and to communicate well across a variety of groups: students, parents, donors, agency staff, etc.

Process driven, dogged on details and follow-through, cross agency coordination, researching community resources

Compensation

- Salary \$55,000 to \$65,000 depending on experience
- Health, dental and vision plan
- Participation in employer sponsored 403(b) plan with 3% match
- Full time job, but work on school/HV premises 5 days per week, generally from 2pm to 7 pm.