



**Pathways Program Director
Beginning July 1, 2024**

Mission Statement:

The mission of UP RVA is to empower students to achieve economic sustainability by providing access to exceptional secondary and post-secondary academic opportunities and bridging the educational equity gap.

Vision Statement:

We envision a future where historically underrepresented and economically disadvantaged students from Richmond's East End can realize their full potential, achieve college degrees and full-time employment, and become thriving change-makers in their community.

Overview:

UP RVA is a 501(c)(3) non-profit organization in Richmond, VA. The organization's mission is to serve low-income high school and college students. We currently support 28 high school students attending five independent schools in Richmond (Collegiate, St. Catherine's, St. Christopher's, Steward, and Trinity Episcopal). 20 UP RVA students attend 14 colleges and universities in four states. The annual operating budget is approximately \$1,400,000 (having grown from under 1 million dollars three years ago).

Founded in 2016, UP RVA has grown exponentially. To better support the needs of our students in high school and through college, a new position has been created: Pathways Program Director. This position reports to the Executive Director and the Director of Academic Success. The Pathways Program Director will guide and nurture UP RVA students by developing strategies and overseeing programming that prepares them for post-secondary success and beyond.

Job Responsibilities:

- Plan and execute post-secondary focused educational programming annually, including college and career mentoring, summer programming, and school-based extracurricular programming.
- Oversee the academic progress, college application, and financial aid process for UP RVA 11th and 12th-grade students.
- Case manage UP RVA college students, monitor academic progress, and assist in major and career planning and post-graduate support.
- Develop relationships with UP RVA's independent school partners and build rapport with administrators, teachers, and college counselors.
- Support the Director of Academic Success in the UP RVA High School and High School Prep Programs, as well as our After-School Program, as needed.
- Partner with parents and encourage family involvement in the program.
- Engage with college admissions staff to increase the visibility of UP RVA.
- Collect, analyze, and present student academic data for regular assessment of the UP RVA program.

Ideal candidates will have the following qualifications:

- Minimum of a Bachelor's Degree, Master's Degree preferred.
- Minimum of three to five years of college guidance, college admissions, and/or teaching experience.
- Thorough understanding of the college application and financial aid process.
- Excellent organization and communication skills.
- Strong ability to listen to and connect with students.
- Facility with technology.
- Self-motivated and independent.
- Collaborative team-player.
- Passion for working with low-income students from traditionally underserved communities who will be among the first in their families to attend college.

Salary:

To be discussed based on experience. The range is \$50,000 - \$55,000.

UP RVA offers a comprehensive and competitive benefits package, which includes paid vacation, medical/dental/vision, and voluntary participation in a retirement plan. This position does require some evening and weekend work.

Statement of Non-Discrimination:

UP RVA is committed to creating a diverse and inclusive environment and is proud to be an equal-opportunity employer. We encourage people from all backgrounds, ages, abilities, and experiences to apply. All qualified applicants will receive consideration for employment regardless of race, color, ancestry, gender, gender identity or expression, national origin, age, religion, ability, marital or family status, sexual orientation, or veteran status.

Applicants should submit a letter of interest and résumé to Greg McCandless, Executive Director, at gmcandless@uprva.org. References should be available upon request.