



Job title: Path Program Manager
Reports to: Associate Executive Director of Programs
Pay range: \$40,000–45,000
Start date: May 2024

Position Overview:

The Path Program Manager is a full-time, salaried position. The Path Program Manager will provide emotional, spiritual, academic, and vocational support to Common Good graduates while helping them connect to one another and to the Common Good community. Responsibilities fall into the categories of mentoring, college support, career development, and program development.

Essential Job Functions

1. Mentoring
 - a. Build meaningful and positive mentor relationships with Common Good graduates. Regularly spend time with graduates one-on-one and in small groups.
 - b. Develop and maintain a strong graduate network. Help connect graduates to each other through regularly planned events. Lead annual Graduate Retreat.
 - c. Connect graduates to the Common Good community. Include graduates in organization-wide events and connect them to opportunities to serve within the organization.
 - d. Engage and disciple young adults through worship, teaching, fellowship and serving. Encourage daily spiritual growth in the lives of graduates.
2. College Support
 - a. Coordinate and provide holistic support to program graduates who are attending college.
 - b. Guide and support our college students in the areas of academics, mental health, social well-being, basic needs, and financial aid.
3. Career Development
 - a. Assist all Common Good graduates with career development.
 - b. Help with career guidance, networking, graduate school applications, internships, and job placement.
 - c. Provide ongoing support to graduates in the workforce.

4. Program Development

- a. Recruit, train, and manage Mission Transition (our college readiness program) volunteers.
- b. Cultivate and maintain relationships with partners in the community.
- c. Manage the program within the approved budget.
- d. Perform administrative and fundraising duties as needed in an effort to carry out the mission of Common Good.
- e. Keep office and program hours from 9-5 PM Monday-Friday.
- f. Outside program hours are required. Outside-hours responsibilities include attending, planning, and organizing evening and weekend activities for graduates and families, as well as leading the Annual Graduate Retreat.

The ideal candidate will demonstrate the following qualities:

- High moral character and a strong Christian faith.
- An awareness and understanding of the principles of Christian Community Development.
- A strong passion and commitment to mission and outreach in an under-resourced community.
- Experience working in an urban setting with students or young adults.

Education:

A bachelor's degree is required.

Application Requirements:

- Cover Letter that addresses the following questions:
 - What is your approach and experience in working with young adults?
 - Why are you interested in this position?
 - Why do you believe you are a good candidate for Common Good's Path Program Manager position?
- Resume
- References

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the neighborhood and organization.

Interested individuals can submit their resume to sara@commongoodlex.org by April 30, 2024.