



The Lincoln Center for Family and Youth  
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## JOB DESCRIPTION: GEAR UP PROGRAM MANAGER

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**Title:** GEAR UP Program Manager

**FLSA:** Exempt

**Reports To:** School District: GEAR UP Project Director  
TLC: Director, School-based Staffing

**Organization Summary:** The Lincoln Center for Family and Youth (“TLC”) is a social enterprise company serving the Greater Philadelphia Area for over 50 years. Founded in 1970 and incorporated in 1983, TLC is an entrepreneurial nonprofit providing innovative education, coaching, and counseling services to public school students and their families. For more information, please visit <https://TheLincolnCenter.com>

**Position Summary:** This position will be responsible for the day-to-day management of grant-related activities in providing college awareness and preparation services for a cohort of 7<sup>th</sup> grade students in a Montgomery County School District. This is a 7-year project that follows the 7<sup>th</sup> grade cohort through their first year of college in order to meet the requirements of the Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP) program. The GEAR UP program is funded by a U.S. Department of Education grant and provides services and resources to a cohort of students with the goal of increasing high school graduation and college awareness, acceptance, and readiness.

**Duties & Responsibilities:** This position may be assigned any of the following activities, duties, or responsibilities as assigned by the District’s Project Director or TLC’s Director of School-based Staffing. This list is not a comprehensive listing and may change at any time with or without notice.

### Coordination and Collaboration

- Manage the team of counselors and coaches assigned to schools for the purpose of tracking early warning indicators, supporting advisory programs, ensuring that students are engaging in middle and high school and beyond planning activities, and working in after school programs
- Develop and maintain relationships with community partners to deliver robust, high engagement, academic and social/emotional after-school and summer programs that help students with their academic achievement as well as leadership, community service, and career and college exploration and access
- Work with schools and community partners to develop and execute a strategy for significantly increased family engagement in academic improvement, middle and high school and beyond planning, and career and college awareness and access

### Data Collection and Tracking

- Collaborate with GEAR UP evaluator to track all student-level activities
- Maintain accurate documentation of service objectives and outcomes as well as other services in accordance with GEAR UP guidelines
- Ensure deliverables (surveys, data, budget, reports, etc.) are met by schools, district offices, and external contractor
- Work closely with schools to review evaluation data regularly and make program improvements where possible based on those reports

Meetings and Conferences

- Attend required meetings, training/education, including GEAR UP conferences as requested

**Skills & Knowledge:**

- Strong leadership, relationship- and team-building skills
- Ability to communicate clearly
- Strong organizational skills
- Ability to be flexible and meet deadlines
- Multi-tasking capability
- Detail-oriented

**Education and Experience:** Master’s degree in related field required.

**Other Duties:** This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Work Environment:** Home, school, community, and office settings

**Work Hours:** This is a full-time, 40 hours per week, 12-month position

**Travel:** Travel to designated school sites within the designated school district. Some out-of-region travel to conferences.

**EEO Statement:** TLC is committed to a policy of Equal Employment Opportunity and does not discriminate on any legally recognized basis, including, but not limited to, race, age, color, religion, sex, marital status, national origin, citizenship, ancestry, physical or mental disability, veteran status, or any other basis recognized by federal, state or local law.