Position Title: PARENT PROGRAM MANAGER
Preferred Start: March 2022
Location: Chicago, IL
Role Type: Hybrid In-person / Remote

How to Apply
To apply, please email your resume and a cover letter to careers@hopechicago.org.

About Hope Chicago
Launched in 2021, Hope Chicago is a new, non-profit seeking to reduce economic and social inequity by providing access to debt-free higher education for Chicago public school students and their adult family members. Hope Chicago’s unique two-generation approach is modeled after a similar program in Toledo pioneered by Hope Chicago co-founder Pete Kadens. By lifting up families, in addition to students, Hope Chicago aims to accelerate economic and social progress and the rebirth and restoration of Chicago black and Latinx communities.

Focused on providing access, Hope Chicago funds post-secondary scholarships for Chicago public school graduates and an adult family member to attend 4-year, 2-year or credentialing programs. Hope Chicago’s holistic approach also provides for students’ non-tuition costs like room and board, books, fees, and transportation, and supports scholars with wraparound support from local and national partner organizations. All students in Hope Chicago’s partner high schools are eligible. More information about Hope Chicago is available at www.hopechicago.org.

About the Role
Hope Chicago is seeking a Parent Program Manager to join the program team. Under the direction and support of the Chief Program Officer, the Parent Program Manager will work to ensure parents and guardians of Hope Scholars are informed about their post-secondary options, including trade certification programs, and have the support to access and complete the opportunities they select. In collaboration with the program team and community partners, the Parent Program Manager is responsible for coordinating and overseeing Hope Chicago’s support of Hope Chicago’s adult scholars program for parents and guardians.

A successful candidate must have a personal passion for and professional commitment to equitable access to learning opportunities for adults and young people alike, with a particular focus on communities that have been underestimated and lacked investment. The Parent Program Manager must believe that pathways to postsecondary education and improved career pathways can empower people of all ages to create socio-economic mobility for themselves, their families and entire communities.
Key Responsibilities
The Parent Program Manager will:

- Work with school leaders and staff, community-based organizations, and post-secondary partners to complete asset mapping and tailor Hope Chicago and affiliated supports to the context of specific school communities;
- Develop and execute implementation plans alongside Hope Chicago leadership, school and community practitioners, and post-secondary institutions;
- Oversee the collaborative relationships to support parents between Hope Chicago, partner high schools and post-secondary institutions, and a broad array of nonprofit program partners in college access, college success, adult learning, and/or workforce transitions;
- Collaborate with relevant City of Chicago and City College departments to coordinate Hope Chicago programming with other workforce development and career pathways efforts;
- Build a parent/guardian cultivation and engagement plan to help move participating parents from an interest in post-secondary opportunities to planning, preparation and enrollment;
- Support the continuous improvement process for Hope Chicago programming, coordinating with Hope Chicago’s external evaluation partner and capturing data directly from partners, and parent/guardian scholars;
- Capture and document best practices as Hope Chicago and its partners learn; and
- Contribute to Hope Chicago’s programmatic strategy, and collaborate with colleagues as part of a growing and evolving organization.

Qualifications and Competencies
Exceptional candidates will:

- Possess at least 4 years of experience in workforce development, adult education, and/or managing organizational partnerships in progressively more advanced roles;
- Hold a bachelor’s degree;
- Have experience interfacing and collaborating with agencies, colleges, job trade programs, and nonprofit organizations in Chicago or similar settings;
- Demonstrate meticulous project management skills;
- Be relentless and creative when confronted with complex challenges;
- Seek feedback and learning opportunities whenever possible; and
- Enjoy dynamic, fast-paced, and collaborative work.

Fluency in Spanish is preferred, but not required. Occasional weekend/evening work expected.

Compensation
Salary is competitive, and commensurate with experience. Hope Chicago offers full medical, dental and vision benefits, 401(k) with employer match, and generous paid time off.

Hope Chicago is a tax-exempt 501(c)(3) organization, and values its diverse and inclusive workplace. We do not discriminate on the basis of race, religion, gender identity or expression, age, sexual orientation, national origin, or marital status, and are committed to a welcoming, respectful environment for all who work for and engage with Hope Chicago.