

MERIT Program Manager *High School Success*

Organization Overview

MERIT Health Leadership Academy is a non-profit organization working to ensure that tomorrow's health workforce will mirror the diversity of the communities it serves. MERIT's mission is to educate and empower students from underrepresented backgrounds to become health professionals and change agents who advance equity. In pursuit of this mission, MERIT provides cohorts of scholars Saturday classes throughout the school year, summer internships in hospitals, research laboratories and community health settings, individualized college admissions guidance, and longitudinal mentorship, through high school, college, and beyond. Throughout high school, MERIT Scholars become a family, united by their desire to create equity in health care and more. This year the program will serve almost 300 high school students and alumni. The program has grown rapidly over the past several years because it produces results. Over the past seven years 99% of MERIT Scholars have been accepted to 4-year universities, many with large scholarships. For more information please visit our website at www.meritbaltimore.org and check out our annual report at meritbaltimore.org/annualreport.

Job Description

The Program Manager - *High School Success* (PM) position will serve a critical function on MERIT's team. The PM will help plan 9th-11th grade Saturday and Summer Internship programming, taking lead on certain program components and supporting others at the discretion of the Program Director. The PM will work in partnership with other staff members to build community and provide holistic support to all 9th - 11th grade scholars. While the majority of the PM role will be planning programming and developing curriculum, this individual will also play a role in the implementation of programming which may include lead teaching, managing staff and/or volunteers, and coordinating partners. The PM will be managed by the Program Director (PD). The roles and responsibilities are included below.

Roles and Responsibilities

Curriculum and Program Planning:

- ***Saturday Session and Summer Internship Curriculum:*** The PM will plan a large portion of summer and school year programming with direction from the PD and support from other staff members and contractors as appropriate. The PM will revise past MERIT curriculum and develop new curriculum and program plans as needed. Curriculum responsibilities will include, but not be limited to: clinical shadowing internship, health career exploration course, SAT prep courses, hands on science courses, and more.
- ***Resource Development:*** The PM will create resources such as handbooks, worksheets, powerpoints, training materials, and more to support programming.
- ***Systems Creation and Improvement:*** The PM will develop and/or improve systems to organize and manage programming including calendars, data trackers, databases, material organization protocols, and more.
- ***Event Planning:*** The PM will support planning of key events including symposiums, new scholar selection (Health Leadership Course), summer internship orientation, field trips, and more.

Program Implementation and Evaluation

- ***Program Quality:*** The PM will monitor effectiveness, consistency, and quality of programming in partnership with the PD. The PM will provide coaching and training to instructors and volunteers as needed.
- ***Program Evaluation:*** The PM will partner with the PD and ED to revise and design evaluation tools.

Scholar Engagement, Support, and Culture

- **Culture:** The PM will work to ensure that a positive and purposeful culture is upheld with MERIT Scholars and families through programming, events, and individual interactions with various stakeholders.
- **Scholar Support and Engagement:** The PM will find creative ways to support and engage scholars, in line with the vision for scholar support set by the PD.

Clinical Volunteer Recruitment and Management

- **Volunteer Recruitment:** The PM will partner with the ED to recruit clinical shadowing volunteers through existing MERIT hospital/clinic partners.
- **Volunteer Management:** The PM will coordinate and manage clinical shadowing volunteers.

General Support

- **Miscellaneous:** The PM will take on other duties as assigned by the PD or ED, including but not limited to teaching courses, supporting fundraising efforts, and individual scholar support.
- **Positive Workplace Culture:** The PM will contribute to a positive workplace culture by modeling professional expectations, including but not limited to, timeliness, collaboration, and effective communication.

Technical Qualifications

- Teaching and Scholar Support Experience
 - Minimum of two years of experience working in education or another student support setting, required.
 - Experience teaching high school age students, preferred.
- Content Expertise
 - Familiarity with health care and/or science content, strongly preferred
- Curriculum Planning Experience
 - Experience creating curriculum or other educational programming plans, required.
 - Ability to create curriculum that is culturally relevant and responsive to the scholars MERIT serves, required.
 - Experience creating curriculum for high school or college age students, preferred.
- Technology Skills
 - Proficient in basic Microsoft Office Applications: Excel, Word, Powerpoint, required.

Additional Qualifications and Personal Characteristics

- Strive to embody MERIT's core values: Equity, Excellence, Growth, Ownership, and Family
- Demonstrated interest in issues that impact the education and health of under-served communities.
- Adept at managing a dynamic workload to meet deadlines and achieve goals.
- Willingness to develop professional skills and adapt to the organization's changing needs in a self-motivated manner.

Location

- Baltimore, MD

Compensation

- The PM salary will be \$55,000-\$60,000.
- A comprehensive benefits package is provided including health/dental/vision insurance (fully funded by employer) and a 403(b)-retirement plan with 6% employer matching.

Application Instructions

Email your resume and a cover letter explaining your qualifications and interest in the position to Agzja.Carey@Meritbaltimore.org