



Open Position: Academics Program Manager

Find Your Place at REACH

The REACH (Resilience, Education, Adventure, Community, and Health) Fellowship program works with students to develop skills that allow them to take control of their lives as they transition from high school to college. Making the right decisions during this transition can be frustrating, confusing and at times lonely. The REACH staff provides REACH Fellows with the resources and community partner connections they need to make informed decisions.

About the Academics Program Manager Position

The REACH Academics Program Manager is responsible for sourcing, developing, and implementing the academic programs for REACH, instructing service learning and life skills programs, coordinating student outreach and engagement, and supporting the general operation of REACH's academic programs. Working with a small team of two others (Program Director and Expeditions Program Manager), the Academics Program Manager implements programming goals and supports and tracks REACH Fellows. The position is based in downtown Santa Barbara, California and travels throughout Santa Barbara county.

Specific Duties

- Develop curriculum and implement regular events and trips. Trips range from half a day to almost three weeks-long (longer trips only take place during summer)
- Manage broad range of student activities and mentoring, including information exchange, online tools, phone and in-person contact that guide and inspire students toward program goals
- Maintain a strong understanding of service providers, vendors, partners, opportunities and connections for students in the local communities.
- Set up programs and events to take advantage of opportunities as they develop
- Set up workshops throughout the year to support students and parents with college access and resources
- Act as transportation driver for some REACH Activities (REACH vehicle provided)
- Conduct administrative tasks associated with programming and documentation
- Prepare and participate in quarterly Advisory Board Meetings
- Assist with outdoor trips as needed
- Other duties as assigned

Qualifications & Skills Needed

- Bachelor's degree
- Must be 21+ years old (insurance requirement)
- Bilingual Spanish/English (spoken & written)
- 3+ years relevant work experience
- Experience with program and detail event planning and development

- Content knowledge specific to one or more of these areas: Post-Secondary Education, Outdoor Experiential Education, Financial Literacy, Food Literacy, Emotional Intelligence, Environmental Stewardship
- Experience instructing/facilitating service learning and life skill educational programs
- Proven success connecting and working with high school and college age students
- High energy, positive attitude, ability and willingness to work long hours and multiple days in succession
- Good judgment, attention to detail, strong organizational skills, and the ability to manage several projects at once, willing to take initiative
- Valid CA drivers license
- Ability to use MS Word, Excel, Google Workspace, and general internet research techniques
- Excellent written and verbal communication skills, including public speaking capabilities (English)
- Flexible and adaptable to the changing demands of conducting community-based youth programming, as well as the demands of a fast-paced office environment
- Ability to work as a part of a team to accomplish common goals
- Ability to carry 40 lbs up a flight of stairs

Highly Desirable Qualifications

- Current Wilderness First Responder or Wilderness First Aid certifications
- Some outdoor experience and/or interests in the outdoors
- CDL Passenger Endorsement, or ability to get one in the first six months of employment (for driving 15 passenger vans with students)

Approximate Start Date

November 15, 2023 or ASAP

Compensation & Benefits

- Full time/exempt position: \$65K to \$68K, depending on experience
- Paid vacation & sick time
- Baby bonding leave
- Generous training opportunities
- 403(b) retirement plan
- \$475-\$525 a month wellness stipend, over 40 yrs old gets \$525
- Option to participate in voluntary dental plan (pre-tax expense)
- A commitment to work-life balance and fun, self-driven working environment

How to Apply

Applicants should first carefully review the minimum and desired qualifications listed above and the [REACH website](#). After that, please submit the following:

1. Cover letter that addresses the alignment of your experience and interests with the position as outlined above and the REACH Fellowship's mission
2. Resume
3. List of 3-5 references.

Submit your materials via e-mail attachment in the PDF file format to **Raúl Aguilera** at jobs@myreachnetwork.org. Initial correspondence via e-mail is preferred. We will continue reviewing applications until the position is filled. We will inform you of timelines and next steps within 2 weeks of receiving your application.

REACH is a fiscally sponsored program of [Wilderness Youth Project](#).