

## Breakthrough Providence Program Coordinator

### BACKGROUND INFORMATION

The Wheeler School is a co-educational independent day school for approximately 800 students from Nursery through Grade Twelve in beautiful and dynamic Providence, Rhode Island. Our mission originates in the guiding precept for education of our founder, Mary C. Wheeler, which was that the School should ensure that we can all “learn our powers and be answerable for their use.” Wheeler’s partnership with Breakthrough Providence has been an expression of that mission since 1992, and will continue to be a central element of Wheeler’s growing commitment to the City of Providence.

Breakthrough Providence has a dual mission: 1) to increase academic opportunity for Providence Public Middle School students on their pathway to post-secondary success; and 2) to inspire and develop the next generation of teachers and educational leaders in Providence. Breakthrough’s vision is to create an empowering educational experience that results in equitable access to higher education for all students, and especially students from marginalized communities. Using a students-teaching-students model, Breakthrough Providence prepares high school and college students for education sector roles, enabling all BTP community members to achieve their full potential as learners, teachers, leaders, and agents of change in their communities.

Breakthrough Providence is part of the national Breakthrough Collaborative, comprising 30+ sites across the country and Hong Kong. For more information, see our website: [www.breakthroughprovidence.org](http://www.breakthroughprovidence.org).

### SCOPE OF WORK

Following an intentional program pause, the Wheeler School seeks a Program Coordinator to begin in January 2023. This coordinator will work with Wheeler leadership, reporting to the Director of Unity & Diversity, and in partnership with the Breakthrough Providence Advisory Council, to re-launch the Breakthrough Providence Summerbridge program in a limited capacity in June 2023 and grow and develop from there into a more full program in 2024.

*The ideal candidate will be someone who is dynamic and creative, rooted in education justice, and wants to be part of a strategic and collaborative process that will strengthen and focus the program to support students and families. Familiarity with Providence Public Schools and the Breakthrough experience will be preferred.*

### ACTIVITIES

- **Program Development:** Co-develop, coordinate and facilitate summer program & curriculum planning activities including meeting facilitation, event planning, material development, etc.
- **Staff Recruitment:** Coordinate with local partners and Breakthrough national to recruit, hire and onboard summer teaching fellows and recruit mentor teachers from regional experienced teaching core (including Wheeler).
- **Student Recruitment:** Co-develop and execute strategy to recruit Providence Public Middle School students to participate in the Summerbridge program.
- **Organizational Health:** Work in collaboration with Wheeler, BTP National and the BTP Advisory Council to support the re-launch of the Breakthrough Providence Summerbridge program; establish and implement documentation, data tracking, communication and other systems to support positive program health and impact; support strategic impact activities and Advisory Council/Wheeler Institutional Advancement fundraising strategies.
- **Partnerships:** Establish partnerships with PPSD and local youth-serving organizations to steward BTP champions, increase program recruitment and strengthen programming options for students and families.
- **Leadership for the 2023 Summerbridge Program:** Provide executive and programmatic leadership to the 2023 Breakthrough Providence summer program by overseeing the implementation of all program operations.
- **Student responsibilities:** During the school year, teaching one section of US WHEELS (a component of Unity & Diversity programming) and providing mentorship to specific students as assigned.
- **Support:** General support for Unity & Diversity office as it supports the goals of the Breakthrough Program and Wheeler’s annual goals.

### QUALIFICATIONS

- Bachelor’s degree required plus preferred experience in education with urban public school youth and at least one year of supervisory experience with older students and professional educators;
- Breakthrough experience preferred;

- Ability to thrive in a robust nonprofit environment that values collaboration, creativity, strong work ethic, and spirit;
- Excellent writing, organization, and interpersonal skills

## **QUALITIES**

- Strategic, with the ability to bring people together towards a common purpose and vision
- Spirit and purposeful idealism
- Authoritative, with ability to make quick decisions that have the best interest of individuals and the BTP community in mind
- Emotionally intelligent, with awareness and sensitivity to address individuals' mental, physical, and intellectual health needs
- Team player, with the ability to develop trusting relationships quickly and sincerely
- Student-centered, with instincts to listen to and elevate the voice and contributions of young people
- Culturally competent, with knowledge of the -isms and how structural inequality impacts our daily lives
- Professional, with strong problem-solving skills and flexible attitude
- The ability to show grace, humor, and kindness, and not take oneself too seriously

## **APPLICATION INSTRUCTIONS**

Please send a letter of interest and resume to Princess Bomba, Director of Unity and Diversity at [princessbomba@wheelerschool.org](mailto:princessbomba@wheelerschool.org) and cc to [careers@wheelerschool.org](mailto:careers@wheelerschool.org) by February 1.

### **Statement on Diversity and Cultural Competency At Wheeler**

We actively seek students, faculty, and staff from diverse backgrounds in the belief that a broad range of experiences and viewpoints enhance learning, enriches life on campus, and better prepares us all for full participation in a pluralistic, democratic society. We seek to further the overall diversity and cultural competency within our community through hiring.

The Wheeler School is committed to a policy of nondiscrimination and equal opportunity for all employees and qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin or disability, and any other category protected by federal, state or local law.

Learn more about The Wheeler School at [www.wheelerschool.org](http://www.wheelerschool.org) and Breakthrough Providence at <https://breakthroughprovidence.org/>.