

**Partners In Ministry (PIM)  
Upward Bound Director  
Job Description**

Upward Bound is a federally funded program that provides fundamental support to participants in their preparation for college entrance. The program provides academic advisement, tutorial assistance, financial aid assistance, financial literacy, personal support, and additional benefits which promote high school graduation, college retention and/or aid in the college transfer process.

Upward Bound serves: high school students from low-income families; and high school students from families in which neither parent holds a bachelor's degree. Under the direction of Partners In Ministry's Executive Director, the Director of Upward Bound will be responsible for the development and administration of the Upward Bound Program, including hiring, training, supervising and evaluating project staff. In addition, this position will oversee the fiscal management, project development and management, and serve as the liaison to the target school/area communities. The Director will also provide direct services to Upward Bound participants.

**Essential Functions and Responsibilities:**

- Hires, trains, supervises, and evaluates college readiness staff.
- Implement, coordinate, and manage the educational support services to ensure that the six (6) Program Objectives are met.
- Serves as a liaison to PIM, target school administrators and community agencies.
- Prepares college readiness promotional materials and press releases for area media.
- Conducts Upward Bound informational presentations at participating schools and community agencies.
- Develop and coordinate Saturday Academy and Summer Academic Enrichment Instructional Components.
- Develop and oversee field trips, special events, banquets, and tutoring activities, etc., on weekends and on an evening basis.
- Directs participant recruitment and selection of students.
- Coordinates and/or conducts all participant assessments to determine the extent of academic, personal, and career counseling needs.
- Directs a coordinated approach to deliver services; assists participants with exploration, goal setting, planning, and follow through; monitors participants' progress; meets individually, in groups, and virtually with participants on a regular basis to provide information and assistance supporting successful school completion and post-secondary entry.
- Administers the annual budget.
- Prepares formative and summative program evaluations and supervises the maintenance of accurate Upward Bound data to generate monthly/quarterly reports and to evaluate the performance of participants and the attainment of the six (6) project objectives.
- Prepares and submits Annual Performance Reports as required by the U.S. Department of Education.
- Prepares continuation budgets and competitive program continuation proposals.
- Other duties as assigned.

**Education, Skills, and Experience**

- Minimum five years' experience dispersing, managing and implementing educational programs for at-risk students or an equivalent combination of education and experience.

- Demonstrated sensitivity to the needs of youth from under-served communities.
- Knowledge of issues affecting the academic potential of low income, at-risk, first generation college-bound youth.
- Experience in career counseling and use/application of assessment instruments and diagnostic tests.
- Demonstrated knowledge of accounting principles and procedures.
- Experience administering federal grants and federal budgets preferred.
- Strong written and oral communication skills, as well as ability to present information effectively in one-on-one and small group situations.
- Working knowledge of instructional computing and general office software applications required.
- Master's degree in education, counseling, student personnel or related field required.

Send resume to: [info@pim-nc.org](mailto:info@pim-nc.org)