



**Job Title:** Post-Secondary Success Program Manager

**Reports to:** Director of Programs

**Direct Reports:** Post-Secondary Success Program Manager, College Coaches

**Location:** Pittsburgh, PA

**Type:** Full-time, Exempt (Seasonal Evenings and Weekends Required)

**Salary Range:** \$50,000–\$55,000 annually, commensurate with experience

**Start Date:** Summer 2025

## Organizational Overview

Open Field is a sport-based youth development nonprofit that uses the global game of soccer to improve the lives and futures of youth. Our programs focus on social-emotional learning, leadership development, healthy lifestyles, and academic success—particularly with immigrant and refugee communities in low-income neighborhoods in Pittsburgh. Through soccer, mentorship, and community engagement, we create a safe and inclusive environment where youth thrive on and off the field.

## Position Summary

The **Post-Secondary Success Program Manager** will lead the strategy, design, and implementation of Open Field's programs that support youth ages 14-26 in their transition to college, workforce, and career pathways. This includes leading the Future Forward and College programs, managing partnerships with schools and community organizations, developing individualized success plans with program participants, and engaging families and mentors in the post-secondary journey. The ideal candidate is passionate about youth development, highly organized, culturally competent, and experienced in college access or career readiness work.

## Key Responsibilities

### Program Design & Implementation

- Oversee all aspects of the Future Forward and College programs, including logistics (recruiting, onboarding, coaching, schedules, transportation, jerseys, fields, referees, etc.) for year-round and seasonal programming
- Design and facilitate workshops, events, and mentoring opportunities focused on college access, career exploration, and life skills
- Build team and individualized post-secondary success plans in collaboration with program staff, high school students, and college student athletes
- Provide direct support with college applications, FAFSA, scholarships, resumes, job readiness, and more
- Maintain strong relationships with local high schools, colleges, training programs, and employers

*Play. Lead. Inspire.*

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22 Wabash St, Suite 203 Pittsburgh, PA 15220

## **People/Program Management & Evaluation**

- Provide leadership and direction to program staff, including coaching and supervising teammates (Post-Secondary Success Program Coordinator)
- Coordinate and train volunteer mentors and coaches to support post-secondary goals
- Develop and manage program calendar and budget
- Use data to evaluate impact and improve programming
- Help gather stories, quotes, and visuals for reporting and communications
- Assist with grant reporting and development of program success stories

## **Organizational Support**

- Support other Open Field programs as needed, including seasonal youth programs (i.e. be on site for Youth Program 1-2 nights per week in Spring/Fall; coach futsal team, etc.)
- Proactively identify challenges, conflicts, and quality improvement opportunities and implement solutions grounded in organizational culture, values, and goals
- Represent Open Field at community events and collaborative partner meetings
- Participate in fundraising events by inviting participants/attendees, soliciting in-kind donations for raffles/auctions, and ‘hosting’ the event
- Contribute to overall organizational strategy and growth

## **Qualifications**

### **Required:**

- Bachelor’s degree or equivalent professional experience
- 3+ years of experience in youth development, college access, workforce development, or related fields
- Strong interpersonal skills with a culturally responsive and trauma-informed approach
- Ability to build trusting relationships with youth, families, schools, and community partners
- Excellent organizational and communication skills
- Proficiency in Microsoft Office and Google Workspace
- Valid driver’s license and ability to travel locally

### **Preferred:**

- Experience supporting first-generation college students or immigrant/refugee families
- Bilingual (Swahili, Spanish, Arabic, Nepali, or other languages spoken by local immigrant communities)
- Familiarity with FAFSA, Common App, and local college access and workforce development networks
- Background in sport-based youth development or coaching

## **Benefits**

- Health insurance (medical, dental, vision)
- Generous PTO, holidays, and flexible scheduling
- Professional development opportunities
- Meaningful work in a mission-driven organization

**To Apply:**

Send your resume and a brief cover letter to [contact@openfieldintl.org](mailto:contact@openfieldintl.org) with the subject line: *Post-Secondary Success Program Manager Application – [Your Name]*. Applications will be reviewed on a rolling basis.