



**Position:** Curriculum and Student Events Assistant  
**Reports to:** Program Manager, Curriculum and Student Events  
**Status:** Full-time Exempt  
**Start Date:** March 2018

### **The Job**

The Opportunity Network is looking for a driven and motivated individual to join our collaborative program team. The Curriculum and Student Events Assistant will be responsible for working with the Curriculum and Student Events department to develop inclusive and holistic in-person and virtual programming for our six-year Fellows Program and facilitate Career Fluency® workshops. The Curriculum and Student Events Assistant will work with outstanding young people, enjoy the responsibility to create and collaborate, and seize a real opportunity to create social change. The position is located in downtown Manhattan.

### **The Organization**

Founded in 2003, The Opportunity Network works with students from historically and systemically underrepresented communities in developing their skills, knowledge, and passions to achieve their college and career goals. We honor the identities and embrace the power of each member of our community.

OppNet believes networks of support are essential ingredients for success, so we take an innovative approach by underscoring the power of personal connections and professional relationships as vital complements to skills, passions, aptitude, and work experience. Our students thrive in college and careers as they master personal, college and career competencies through OppNet's Career Fluency® programming, including building networks, mobilizing social capital, increasing career awareness, practicing self-care, excelling in internships, and making "best fit" college choices through intensive college counseling.

### **The Person**

The ideal candidate will personally connect to the important work we do and value diversity, equity, and inclusion (DE&I) across the organization. The candidate will demonstrate DE&I values by actively participating in all organizational-wide learning sessions and self-reflection as well as working with others to enact changes that contribute to meeting the organization's DE&I goals. The candidate should possess outstanding professionalism and discretion, organization and attention to detail, energy and initiative, the ability to prioritize and complete a variety of tasks on time, and a willingness to work on a wide range of assignments.

### **Responsibilities**

#### **Curriculum Development**

- Support the Curriculum and Student Events team in developing and enhancing OppNet's in-person and virtual Career Fluency® curriculum by writing new curriculum, using feedback to revise existing curriculum, integrating student agency into curriculum and ensuring alignment between pedagogical practices and curriculum development;
- Research anti-racist, anti-oppressive and inclusive pedagogy theories and practices to implement into new and existing curriculum for OppNet Fellows;
- Work with the Curriculum, Training and Student Events team to ensure all existing and new curriculum is anti-racist and anti-oppressive;
- Strategize and pilot creative ways to engage students with virtual learning;
- Assist the College Success Coordinator in transferring OppNet curriculum to virtual platform for content review.

#### **Student Events & Intensives Support**

- Collaborate with the Curriculum, Training and Student Events team on all aspects of programming, reporting and special events;

- Liaise with the Development team to recruit volunteers for events and intensives.

### Continuous Improvement

- Research, learn and become well-versed in OppNet's guiding pedagogical practices, grounded in restorative practices, culturally responsive teaching, and student empowerment and agency;
- Continually research and learn about best practices regarding pedagogy and andragogy to implement into curriculum for OppNet Fellows;
- Understand program data to drive continuous improvement and decision making.

### Facilitation & Training

- Help prepare facilitation trainings for program-wide staff;
- Facilitate workshops and events program-wide for the Fellows.

### Program Assistance

- Work with the team to provide high quality and inclusive programming and facilitation by revising and expanding our current DEI assessment tools and rubrics;
- Assist, as needed, in logistical maintenance of Fellows engagement using Salesforce and Google Analytics;
- Conduct in-person and virtual check-ins with an assigned caseload of College Fellows;
- Serve as a chaperone for college and other field trips, as necessary;
- Work alongside other program teams to pitch in, as necessary.

### Qualifications

- Bachelor's degree from an accredited U.S. college/university;
- One to three years of work experience, preferably in the education/youth development field;
- Demonstrated ability to create and collaborate on curriculum for secondary and/or post-secondary students;
- Demonstrated ability to connect with high-achieving high school and college students from underserved communities;
- Demonstrated ability to facilitate class sessions in rigorous but dynamic fashion with cultural responsiveness;
- Strong skills in using Microsoft Office and PowerPoint, experience with video editing a plus;
- Strong research skills and ability to synthesize findings;
- Commitment to diversity, equity and inclusion work in education;
- Enjoys working with high school and college students;
- Superb oral and written communication skills;
- Strong experience writing and peer-reviewing lesson plans;
- Familiarity with the various industry and career trends;
- Strong organizational talents and the ability to meet deadlines;
- Availability and willingness to work some weeknights and weekends;
- Self-starter with strong entrepreneurial drive: takes initiative; comfortable operating in growth mode and wearing many hats; can operate self-sufficiently, but also collaboratively as part of a team;
- Demonstrated continuous learning toward a student centered approach;
- Demonstrated belief in The Opportunity Network's mission; and
- High degree of effectiveness - gets things done!

### Salary

- Commensurate with experience, plus medical benefits, excellent vacation package and great work environment.

### How to Apply

- Send resume and cover letter, including salary requirements and available start date, to [jobs@opportunitynetwork.org](mailto:jobs@opportunitynetwork.org). Please put "Curriculum Assistant 2018" in the subject line.