



Program Assistant – Full Time

Mission: REACH Prep provides access to transformative educational experiences that empower underserved, high-achieving students to graduate from top colleges and emerge as the next generation of leaders.

Organization: For 25 years, REACH Prep has helped motivated and talented black and Latino students from underserved communities in Fairfield and Westchester counties and the Bronx gain admission to and thrive in rigorous independent schools. Upon admission to REACH Prep at the end of fourth grade, students benefit from a 12-year educational continuum, including comprehensive academic preparation and enrichment, leadership training, and supplementary individual and family guidance that prepares them to succeed at and graduate from competitive colleges. REACH Prep’s model of access to high-quality education along with sustained, extensive and long-term support achieves college success rates that defy trends and national statistics.

REACH Prep is easily accessible for those traveling from New York City or New Haven. Our office is conveniently located in downtown Stamford near Harbor Point and within a short walking distance from Stamford’s Metro North Station.

REACH Prep seeks a highly organized, committed, detail oriented, enthusiastic and motivated candidate for its Program Assistant position. Schedule for the academic year is Tuesday–Saturday and for the summer months is Monday–Friday. The Program Assistant will support the Director of Prep Academy and the Director of Admission and Enrollment and report to the Director of Education.

Qualifications:

- Bachelor’s degree.
- Spanish fluency required.
- Relevant work experience.
- Commitment to REACH Prep’s mission.
- A demonstrated interest in educational access and commitment to expanding opportunities for underserved youth
- Strong work ethic and ability to maintain absolute confidentiality.
- Leadership skills and the ability to manage multiple projects and meet deadlines.
- Excellent interpersonal skills and experience in environments and communities with constituents from diverse backgrounds (ethnic, socio-economic, educational)
- Superior organizational skills and attention to detail.
- Positive energy and flexibility.
- Proficiency with Excel and databases – familiarity with Office Suite and Salesforce a plus.
- Ability and willingness to work evenings as needed.
- Valid driver’s license.

Start Date: June 15, 2019

Salary: REACH Prep offers a competitive compensation and benefits package.

To Apply: Please submit a cover letter and resume via email only to Rosa Ortiz, Director of Administration and Finance, at rortiz@reachprep.org. Please use the subject title “REACH Prep Program Assistant”.

No phone calls, please. REACH Prep can respond only to candidates who will receive an interview. Thank you.

REACH Prep is an equal opportunity employer and welcomes applicants from diverse backgrounds.