



# St.Nicks Alliance

*Where Opportunity Grows*

## **Success Mentor/Assistant Director**

### **Who we are:**

St. Nicks Alliance, a North Brooklyn based community organization, seeks to transform lives of low- and moderate- income people through employment, education, housing, elder care and social services. We do this by delivering impactful services with measurable outcomes to children, adults, and the elderly. As a civic anchor, we carry out this mission within the context of building a sustainable community for all people through the arts, environmental advocacy, and urban planning.

We are currently looking for a dedicated **full-time success mentor/assistant director** to join our team in North Brooklyn.

### **What you'll do:**

#### **Student Mentorship & Attendance Support:**

- Mentor a caseload of 10–15 chronically absent students, acting as a coach and trusted support
- Lead advisory groups, student clubs, and restorative circles that foster social-emotional development and academic success
- Collaborate with school staff (principal, community school director, counselors) to identify and support chronically absent students
- Organize and lead attendance incentives, challenges, and school attachment events
- Maintain regular communication with caregivers and school personnel to support student success

#### **Supervision & Staff Support:**

- Assist the Program Director with hiring, training, and coaching of group leaders, activity specialists, and interns
- Provide ongoing classroom management support aligned with day school practices (e.g., responsive classroom).
- Oversee afterschool snack/meal distribution and ensure smooth daily operations

#### **Partnership & Relationship Development:**

- Foster and maintain strong partnerships with school leadership, staff, families, and community stakeholders
- Support integration of school-day and after school goals through consistent communication and collaboration
- Plan and coordinate at least two parent engagement events per school year

#### **Program Development:**

- Support implementation of a division-wide, theme-based curriculum across Literacy, STEM, SEL, and physical fitness
- Attend all literacy trainings and support program alignment with academic goals
- Help design and implement a high-quality schedule delivering at least 15 hours of weekly enrichment activities

**Administrative & Compliance Responsibilities:**

- Maintain accurate data in funder systems, including enrollment, attendance (program and meals), and activity logs
- Ensure 100% compliance with all programmatic benchmarks and administrative deadlines
- Support with funder site visits and prepare all necessary documentation.
- Complete additional tasks assigned by the supervisor

**What we are looking for:****Required:**

- High School Diploma or GED (associate or bachelor's degree preferred)
- 1–2 years of supervision experience
- Experience in after school, youth, or educational settings
- Eligibility to work in the U.S. and ability to pass criminal background checks

**Preferred:**

- Bilingual (Spanish/English)
- Familiarity with NYC Department of Education systems and community school models

**What's in it for you:**

- Annual salary: \$45,000 annually
- Comprehensive benefits package (medical, dental, vision, 401(k) retirement plan)
- 12 company paid holidays, paid vacation, sick, and personal time off

**How to apply:**

Qualified candidates should submit a cover letter and resume to [youthresumes@stnicksalliance.org](mailto:youthresumes@stnicksalliance.org) with “**FT Success Mentor/Assistant Director**” in the subject line.

Ability to relocate to Brooklyn, NY 11211: Relocation is required before starting work.

*St. Nicks Alliance is an Equal Opportunity Employer that values diversity. We consider applicants for all positions without regard to race, color, national origin, religion, sex, gender identity, age, disability, alienage or citizenship status, ancestry, marital status, sexual orientation, veteran status, or any other status or characteristic protected by applicable federal, state or local laws.*

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