



of Boston and Lynn

**JOB TITLE:** College and Career Success Coordinator

**DEPARTMENT:** High School Teen Programs

**REPORTS TO:** Project Accelerate Supervisor

**SUPERVISES:** Program Volunteers

**OVERVIEW:** Girls Inc. of Lynn, a nonprofit organization, has been operating programs and advocating for girls since 1942. As a member of a national organization, our comprehensive, intentional after school and out-of-school time programming focuses on developing the whole girl.

A combination of long-lasting mentoring relationships, a pro-girl environment, and research-based programming equips girls to lead fulfilling and productive lives, break the cycle of poverty and become role models in their community. We inspire all girls ages 5-18 to be strong, smart, and bold through direct service and advocacy.

**PURPOSE:** The College and Career Success Coordinator will help inspire and nurture post-secondary opportunities and success of high school students in the north shore of Boston. They will provide programming that supports high school juniors and seniors through college search and applications and transition to college life. They will also provide career readiness programming for participants to explore various post-secondary pathways, receive support with job searches, applications and retention, develop employability skills and gain hands-on experience through job shadows and internships.

**PAY RATE AND STATUS:** \$24.65 per hour. Full-time, non-exempt.

**BENEFITS:** Health and dental insurance, 403B retirement plan, paid time off.

**SCHEDULE:** 40 hours a week. Monday, Wednesday and Friday 10:00-6:00. Tuesday and Thursday 11:00-7:00.

**RESPONSIBILITIES:**

*College Access Mentoring Program*

- Plan and facilitate weekly college access programming for high school seniors and juniors;
- Update and/or revise existing college access curricula and develop new curricula as needed;
- Create program schedule;
- Recruit, interview, and orient teens for program;

- Recruit, interview, and train program volunteers;
- Establish and maintain partnerships with local universities, youth agencies, companies;
- Evaluate all programming;
- Complete all required reporting;
- Organize and carry out annual events such as mentor appreciation, alumni panel and the college shower.

#### *Career Path Program*

- Plan and facilitate weekly career readiness programming;
- Evaluate all programming;
- Complete all required reporting;
- Update and revise existing career readiness curricula and program schedule;
- Conduct monthly case management with participants in program;
- Organize internships and/or job shadows for students in program;
- Organize monthly career panels for high school and middle school students;
- Establish and maintain partnerships with local universities, youth agencies, companies;
- Coordinate field trips to local companies and businesses

#### *Other Responsibilities*

- Track and evaluate program outcomes;
- Participate in weekly supervisory meetings and staff meetings;
- Assist with grant reporting as requested;
- Work collaboratively with other staff including from other departments such as the development and executive team;
- Provide a safe, secure, fun environment for all youth;
- Carry out other duties with staff as assigned, including snack preparation, closing, assisting with events, and chaperoning field trips;

#### **QUALIFICATIONS:**

- Bachelor's degree plus two years of direct service with adolescents.
- Experience with program planning, group facilitation and building youth-adult relationships.
- Familiar with the college application process;
- Experience working with adult volunteers;
- Ability to develop college and career-oriented programming including programs and activities which promote non-traditional careers for women.
- Ability to develop programming to enhance academic preparation and soft-skills.
- Demonstrated ability to work with youth and adults of different ethnicities, races, ages, abilities and experiences.
- Experience managing several complex programs simultaneously.
- Excellent organizational skills.
- Strong written and verbal communication skills.
- Experience working as an effective and active team player.
- Ability to work flexible hours including evenings and the occasional weekend event.
- Bilingual a plus, preferably Spanish/English or Haitian Creole/English speaking.

**Girls Incorporated of Lynn is an Equal Opportunity Employer. Females, BIPOC, veterans, and persons with disabilities are strongly encouraged to apply. Hiring is contingent on a satisfactory background check including a CORI.**

**Qualified candidates may submit a letter of interest and resume to [agarfinkel@girlsinlynn.org](mailto:agarfinkel@girlsinlynn.org)**