



Job title	College Preparation Cohort Manager
Reports to	Director of Academic Development
Status	<i>Exempt</i>
Compensation	<i>\$40,000 - \$45,000</i>

Who we are:

At College Bound we believe that one adult with a college degree can change the cycle of poverty in a family forever. We exist to disrupt a reality in which only 7-9 percent of low-income students are obtaining baccalaureate degrees. By 2026, College Bound will be a national leader for baccalaureate completion rates with manageable student debt. Will you join us?

Our History: College Bound was founded in 2006 by Lisa Zarin, the daughter of a single mom and school teacher who taught and lived in Newark, New Jersey’s riskiest neighborhoods—neighborhoods where students seldom graduated from high school, much less went onto college. But Lisa’s mother emphasized the importance of education and the message stuck. Many years later when Lisa’s own son was applying to college, she experienced the college admissions process through the eyes of her child and thought, “if this is hard for us, this has to be hard for others.” Lisa recruited her good friends Debbie Greenberg and Ericka Zoll and College Bound was born.

Our Promise to Our Students: We commit to our students every step of the way: increasing ACT scores, mastering Algebra II, coping with lifecycle events like grief, college financial literacy, first internships, first suits and first jobs. Within a decade, we have grown from an inaugural class of 36 students to over 650—plus 150 alumni and growing! Through our individualized, holistic, and multi-year approach, we empower our students with the academic and social supports needed to achieve baccalaureate degrees and embark in meaningful careers.

Our Promise to Our Employees: We commit to our employees every step of the way: a welcoming orientation and onboarding, connection and clarity, professional development monies, mentorship opportunities, the ability to give back to the community, inclusion and diversity, work-life balance, flexibility and a culture rooted in a foundation of trust, a focus on achievement, a responsibility to reflect and a spirit of gratitude. You can learn more about our mission by accessing our website at www.collegeboundstl.org.

The role:

The College Preparation Cohort Manager is responsible for cohort of 80 to 100 students, ensuring that they each concretely make progress towards the goal of college graduation while under their guidance. Standardized milestones and outcomes for each year are partly used to determine accomplishment of this goal. The position manages a team of AmeriCorps coaches who assist within this process; it is the responsibility of the manager to provide them individualized direction, support, and development. The college preparation cohort manager is also expected to be contributor on a departmental team that works together to solve the

issues our students face. In all facets on this position, it is imperative that the person display alignment with the mission of College Bound and exemplify our core values and commitment to inclusion and diversity.

Your responsibilities:

Support Student Growth and Success:

- ▶ Lead the development and implementation of comprehensive student interventions to increase the college readiness of assigned cohort (approximately 80-100 students)
- ▶ Assess students baseline readiness for college
- ▶ Encourage a culture of achievement and foster safe growth environment in test heavy school year.
- ▶ Partner with Content Manager to strategically plan for student academic engagement and test taking investment.
- ▶ Collect relevant information about students to form foundational understanding of what type of support will increase their likelihood of college success
- ▶ Create and deliver individualized plans to students to develop the strengths and skills needed to achieve college and career related goals
- ▶ Connect students with needed resources
- ▶ Provide opportunities for students to explore their academic and career interests
- ▶ Monitor the progress of students towards college preparation goals
- ▶ Evaluate and adjust intervention plans of coaches or directly intervene with student when progress is not evident
- ▶ Provide direct intervention to students in cohort exhibiting higher needs
- ▶ Assign work to students aligned to college success benchmarks
- ▶ Coordinate events and workshops related to college and career readiness
- ▶ Assist in the preparation and delivery of lessons to students in a class or workshop format
- ▶ Implement evidence based practices that result in increased student knowledge and preparation for college
- ▶ Consistently collect, record, analyze and interpret information on student progress
- ▶ Serve as the main point of contact for parents and families, utilizing phone contact and face to face meetings in the office and community to encourage participation in college success process

Lead Team of AmeriCorps Coaches:

- ▶ Train, support, and evaluate a team of College Preparation Coaches who deliver coaching support to high school students
- ▶ Ensure excellence and integrity of program delivery through observation, coaching support, and ongoing professional development
- ▶ Assist coaches in obtaining the resources, materials, tools, and information necessary to support students
- ▶ Guide coaches in planning and implementing strategies to support student growth
- ▶ Utilize team meeting to help coaches to reflect on student issues and develop appropriate responses
- ▶ Set priorities for your team, communicate expectations, lead weekly meetings, and aid in logistics and planning for classes and events
- ▶ Maintain a strong working knowledge and awareness of best practices in the fields of college readiness, academic development, college counseling, and financial aid

Other Responsibilities:

- ▶ Collaborate with the program team on longitudinal planning and alignment of student support services
- ▶ Collaborate closely with our Wellness Team toward shared mental health outcomes
- ▶ Partner with the AmeriCorps Director to communicate and administer AmeriCorps policies and procedures
- ▶ Supervise and assist with the scheduling of student rides and logistics
- ▶ Ensure fidelity to budget, including prompt and accurate financial tracking and reporting
- ▶ Additional duties and special projects as assigned

Skills and experience:

- ▶ Bachelor's degree required
- ▶ Minimum of two years' management or progressive leadership experience
- ▶ Minimum of two years of experience in a nonprofit setting; experience in community college field and/or with AmeriCorps a plus
- ▶ Ability to use data to monitor success and identify challenges
- ▶ Effective communicator, able to use inclusive and empowering language to translate messages effectively for diverse audiences
- ▶ Ability to solve problems effectively through collaboration with colleagues and coaching
- ▶ Adaptable, possesses a high tolerance for ambiguity, and thrives in a fast-paced, highly collaborative environment
- ▶ Computer proficient; experience using a database to manage student information a plus

Benefits and working conditions:

- ▶ Competitive benefits include a portion of paid employee health insurance, a health reimbursement account, dental, short-term disability, life insurance, 401K matching, paid parental leave for men and women and free vision insurance.
- ▶ Play a vital role in an organization that is privileged to work with hundreds of intelligent and deserving young people every day
- ▶ Flexible working environment

Employees should have a valid driver's license, reliable transportation and be able to pass a motor vehicle background check. Additionally, employees should be available to work weekends, overnights and be available via phone for questions from colleagues and students.

How to apply:

Interested candidates please send a cover letter, resume, applicable certifications and licenses, salary requirements, three references and an electronic copy of diplomas/transcripts to: jobs@collegeboundstl.org with the subject Line: College Preparation Coordinator. Some candidates may even be required to do a pre-screening assessment and will be alerted by the hiring manager if this is the case.

Applications will be accepted through **June 25, 2021**.

College Bound provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics, gender identity, gender expression, or sexual orientation (real or perceived). In

addition to federal law requirements, College Bound complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

College Bound believes in the power of diversity as a starting point in the pursuit of racial, gender, social, and economic justice. We strive to create a culture where every individual is valued. We demand accountability and action from all individuals to serve with an open mind and from a place of compassion, love and humility. As an organization and as a community, College Bound commits to active listening and collaboration between students, families, alumni and staff to grow in understanding of how diversity and equity shape our work.

Employee Signature

Date

Director/Manager/Supervisor/or Human Resources

Date