



Job title	College Preparation Coach
Reports to	<i>Assistant of College Preparation</i>
Status	<i>Non-exempt, hourly, full-time</i>
Pay Range	<i>\$36,000 - \$40,000</i>

Who we are:

Through an individualized, holistic, and multi-year commitment, College Bound empowers promising students from economically disadvantaged backgrounds to achieve bachelor's degrees and fulfilling careers. Within a decade, we have grown from an inaugural class of 36 students to over 650 (plus alumni!). We believe that one college degree can end the cycle of intergenerational poverty in a family line forever. We believe in the power of people; in creating relationships defined by deep trust and enduring power. Our culture is one of high expectations and high support with an unwavering focus on degree completion. You can learn more about our mission by accessing our website at www.collegeboundstl.org.

The College Preparation Coach must believe authentically in College Bound's mission and exemplify College Bound's core values and commitment to the diversity and inclusion statement. The College Preparation Coach will work directly with a small caseload of high school students from under-resources backgrounds who are interested in attending college and pursuing a bachelor's degree. The focus of the position is forming strong relationships with each student and providing individualized support in academics, personal wellness, understanding of college, and career development. A person in this position must understand the factors that affect student behavior and creatively implement approaches that support them in learning and growth. They must pay attention to details, analyze problems, and manage both long range planning and short-term goals.

Your responsibilities:

Primary Responsibilities:

- Provide comprehensive case management by maintaining regular contact with assigned caseload (approximately 20 students) by scheduling frequent coaching sessions to deliver personalized, motivating, and actionable guidance
- Provide individualized, college preparation coaching to students based on identified areas for growth in the areas of academics, personal wellness, career development, and college knowledge, developing individual plans that will increase their ability to succeed in college
- Advise students on local programs and resources that would be a benefit to them
- Seek out and create relationship-building experiences (including on-campus visits to local schools) to help students navigate the transition from high school to college
- Support students through financial aid applications and renewals

- Assist collegians in academic and personal growth: coaching them on self-advocacy, communication, organization, and time management skills
- Assist students in searching for and applying to scholarships to reduce loan debt
- Consistently collect, record, analyze and interpret information on student progress including milestones and deliverables to guide coaching conversations
- Provide extended support and create personalized action plans for students in crisis
- Collaborate closely with our Wellness Team toward shared mental health outcomes
- Collaborate with team of managers and Assistant Director of College Preparation on longitudinal planning and alignment of student support services
- Additional duties and special projects as assigned

Skills and experience:

- Bachelor's degree required
- A minimum of two years' experience working with youth, especially high school and college students
- Prefer a minimum of two years of experience in a nonprofit setting. Experience in college access, tutoring, and/or AmeriCorps a plus
- Effective communicator, able to use inclusive and empowering language to translate messages effectively for diverse audiences
- Adaptable, thriving in a fast-paced, highly collaborative environment with a high tolerance for ambiguity
- 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, HRA, dental, short-term disability, life insurance, 401(k) match, and free vision insurance
- Flexible work schedule with some evenings due to student availability.
- Play a vital role in a growing organization privileged to work with hundreds of intelligent and deserving young people every day

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, needed, and be available via phone for questions from colleagues and students.

How to apply:

Interested candidates must send a cover letter, salary requirements, and electronic version of resume to: jobs@collegeboundstl.org. Subject Line: College Preparation Coach. Applications will be accepted through **November 30, 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.

Employee Signature

Date

Director/Manager/Supervisor/or Human Resources

Date