



**POSITION:**                      **Postsecondary Coach**

**REPORTS TO:**                      **Postsecondary Team Manager**

**JOB DESCRIPTION:** As a part of the Success Boston initiative, Boston Private Industry Council's (PIC) postsecondary transition coaches provide college and career support to Boston Public Schools (BPS) graduates transitioning from high school to local two-year colleges in order to increase college retention and completion rates. Transition coaches have responsibility for student recruitment, transition coaching, program reporting, and referrals to external resources. Each coach also has responsibility for a special project. The work is part of a larger citywide initiative to improve college outcomes for BPS graduates. We do our work in conjunction with a policy and practice community that applies what we learn to better support college completion for all BPS graduates, who are largely low-income, first generation college students of color.

**GENERAL RESPONSIBILITIES:**

**Recruitment**

- Identifies high school seniors or graduates who are college-bound or interested in postsecondary education, in collaboration with fellow PIC staff, the Boston Public Schools, partnering colleges, and employers.
- Attends school-based and public college and career events to inform students and local partners of the postsecondary coaching services available.

**Coaching**

- Provides one-on-one coaching that:
  - supports college retention and career exploration
  - helps students develop the life skills, organizational skills, and leadership skills they need to navigate college and career
  - connects students with services that may be available through high school, college, or community program staff in areas including:
    - college exploration and visits
    - college admission support
    - financial aid and scholarship resources
    - course selection and advising
    - academic tutoring
    - development of an academic and career plan
    - resume and job interview preparation
    - job/internship placement

- Attends and assists with Success Boston events and learning communities:
  - annual orientation for new student participants
  - summer series of college preparation and team building workshops
  - coaching retreats and college-based coaching meetings
  - monthly Success Boston coaches meetings

### **Program Reporting, Research and Evaluation**

- Maintains accurate records and enters detailed information and case notes for each student in the Success Boston Salesforce database. Information entered includes updated contact information, academic progress, and attendance at group and individual meetings.
- Participates in ongoing citywide Success Boston tracking of outcomes, evaluation of services, and program development.

### **Employer Partnerships**

- May build on PIC employer partnerships or develop new partnerships, in collaboration with the Employer Engagement team, to identify jobs for postsecondary program participants.
- Follows up on program graduates' employment connections.

### **PIC Life**

- Attend PIC meetings and events.
- Support PIC staff within the postsecondary team and on other PIC teams.
- Perform additional duties as required.

### **DESIRED QUALIFICATIONS:**

- Counseling, postsecondary, or teaching experience with young adults of diverse backgrounds.
- Knowledge of schools (BPS high schools and Boston's postsecondary institutions), local communities, and web-based resources.
- Knowledge of career assessment and career decision-making resources for young adults.
- Strong written and oral communication and presentation skills; bilingual skills a plus.
- Ability to initiate, multi-task, and balance work projects.
- Ability to work both independently and collaboratively with a team.
- Capacity to travel throughout the Greater Boston area.
- 2-4 years of related work experience.

Please submit cover letter and resume to Cameron Mendes-Moreau ([camreon.mendes-moreau@bostonpic.org](mailto:camreon.mendes-moreau@bostonpic.org)).