



**Open Position:** Passport to College Coach

**Shift:** Full-Time (35 Hours)

**Purpose of Position:** To coach 1st generation students of color, attending non-exam BPS high schools, for success in college and beyond.

Only 1 in 3 black males (36.1%) and Latino males (33.6%) graduating from Boston Public Schools are completing college within six years [Boston Foundation, 2018]. The Boston Higher Education Resource Center (HERC) equips first generation youth to achieve a higher education, break the grip of poverty, and transform our communities. The Boston HERC's *Passport to College Program* was created to address these gaps and unlock the greatness within our first generation BPS students of color. The Boston HERC seeks a **thoroughly bilingual (English/Spanish)** mission-driven *Coach* to join our team, coaching cohorts of high school students who are first-generation, low-income, and attending under-resourced non-exam high schools. Passport Coaches equip these youth to master the 21<sup>st</sup>-Century skills they will need for success in college and in Boston's 21<sup>st</sup>-Century workplace.

### **Coach Duties & Responsibilities include:**

- Coaching multiple cohorts of 9-12th grade students inside Boston Public School classrooms
- Engage students in the college application process, essay-writing, FAFSA, career exploration
- Plan & coordinate college tours for your student cohorts
- Use the Passport Model to plan and facilitate engaging workshops on 21<sup>st</sup> century skill topics from financial literacy & budgeting to project planning, time management, and more
- Mentor, motivate & encourage students in self-advocacy in the college process and beyond
- Train students to analyze their college award letters and develop college budgets
- Collaborate with all Passport Coaches in event planning and sharing best practices to support one another
- Engage parents & family members in the students' college application process
- Collaborate with other community & school partners to enrich Passport workshop experience
- Assist in supporting & tracking Passport alumni through college
- Support fundraising through sharing stories, attending occasional events
- Program data and outcomes management

### **Qualifications Strongly Preferred for Candidates Experienced in:**

#### **Student & Classroom Management:**

- Being a 1<sup>st</sup> generation college graduate or experience serving 1st generation high school students of color
- Coaching or teaching in urban, under-resourced and turn-around schools
- Creating hands-on & engaging college & career workshops
- Demonstrating confidence & expertise in the classroom
- Experience with curriculum development & adjusting lessons to achieve student learning outcomes
- Collecting, tracking & analyzing student & program data

#### **Higher Education Expertise:**

- Navigating the college application process & FAFSA
- Conversant in the DACA & Student Immigration Policies

#### **Professional/Communication/Computer/Language Skills**

- Bilingual (English/Spanish); Reading, Writing & Speaking
- Managing organizational partnerships
- Excellent communication skills: Interpersonal & Intrapersonal
- Highly organized & attention to detail
- Technologically savvy & skilled in Microsoft office & Excel
- Relationship building & maintaining ability with students, community partners and other professionals
- Problem-solving, Flexibility and the ability to think fast on your feet
- Commitment to Christian principles

Send your resume and cover letter to Program Director, Isabelle Min, [imin@bostonherc.org](mailto:imin@bostonherc.org)