



Position: Program Coach, Passport to College 2025

Organization Information: The Boston Higher Education Resource Center (Boston HERC) is a Boston-based non-profit organization that works to equip first-generation youth to obtain a higher education, break the cycle of poverty, and become agents of change in their communities. Programmatically, the Boston HERC's *Passport to College Program* places well-trained Program Coaches in non-exam high schools to help students navigate the process of applying to college and other postsecondary plans, securing financial aid, and preparing for the start of their future careers.

Position Overview: The Program Coach is assigned to one or two high schools within the district of Boston, Chelsea, Revere, and, from an in-school setting, supports, mentors, and provides resources to identify post-secondary resources for 1st generation students of color.

Responsibilities:

- Relationship management and mentorship of students and student cohorts between 9th and 12th grade
- Relationship management of school and programmatic partners
- Workshop creation and delivery on topics related but not limited to: college application and selection process, FAFSA and financial aid, Career exploration and readiness
- Data collection and management
- Summer Melt prevention and Alumni Success Program support
- Additional activities supporting the organization (i.e., program committees, projects, fundraising events) and the school/s (i.e., parent nights, field trips, career days)

Qualifications and Requirements:

- Committed to Christian principles
- Bachelor's degree or equivalent experience (*i.e., completion of a 4-year degree, or a 2-year degree/certified technical program, with 2 years of human services, teaching, or youth development work experience*)
- Mission-driven – passionate about service, urban communities, and youth of color
- Relational – ability to build and maintain strong relationships with students, community partners, and professionals
- Entrepreneurial – ability to work in fast-paced and varied environments
- Organized – commitment to systems and timelines
- Solution-oriented – ability to take initiative to resolve internal and external challenges
- Team-oriented – commitment to the team and partnering academic institutions
- Go-getter personality and proactively taking initiative as needed

Preferred Skills:

- Bilingual – ability to host workshops and engage in 1:1 conversations fluently in both English, Spanish or Haitian-Creole
- Experience as or serving 1st generation students of color
- Experience with student and classroom management
- Familiarity with urban classroom settings, experientially or professionally
- Familiarity with college application and financial aid processes
- Familiarity with Salesforce
- Demonstrates key soft skills – communication, time management, organizational/project management

Terms of Position:

- **Position Start Date: Late June 2025**
- **Full-Time:** 35 hours/week, times vary per school placement schedule (average school times range between the hours of 7:30 AM – 4:00 PM)
- **Location:** Each Coach will be placed at one or two high schools within the district of Boston, Chelsea, or Revere. The majority of work hours will take place at high school placements, with the remaining work hours completed at the Boston HERC office. Occasional requests will be made for Coaches to participate in programmatic events and activities on weekends or evenings.
- **Minimum** of 2 Years Commitment in the role
- **Reports to:** Passport to College Program Director

Benefits: Health, dental, and vision

Send a resume and cover letter to: Chief Executive Officer, Carolina De Jesus, cdejesus@bostonherc.org, and Program Director, Junardy Jean-Charles, jjeancharles@bostonherc.org.