Academy of Latinos Achieving Success: Post-Secondary Success Coach

Since 1968, Sociedad Latina has been working in partnership with Latino youth to cultivate the next generation of leaders. With the support of families and the broader community, Sociedad Latina fulfills its critical mission by providing a broad array of programs that build youth skills, educate and enrich the lives of youth and their families, and foster youth and adult leadership and action.

As a part of the Success Boston initiative, ALAS coaches provide college and career support to Boston Public Schools (BPS) students transitioning from high school to local two-year colleges in order to increase college persistence and completion rates. The Post-Secondary Success Coach supports a cohort of 55-60 immigrant students and English Learners through both individualized case management, cohort activities, and as needed classroom instruction. The Post-secondary Success coach is responsible for building and maintaining relationships with the Boston Public Schools, Higher Education partners, and the Success Boston network.

Specific Responsibilities
- Work in partnership with Boston Public Schools and Sociedad Latina programs to identify and enroll graduating high school seniors into the Academy of Latinos Achieving Success.
- Plan & attend recruitment events at partner high schools alongside other Success Boston partners.
- Collaborate with College Access staff at Sociedad Latina to deliver activities as needed on college exploration, college admission process, financial aid and scholarship resources specific to the needs of immigrant students.
- Develop & implement culturally responsive cohort activities during the summer that ensure fall matriculation, give students early access to remedial courses, and/or build the skills necessary to persist in post-secondary pathways.
- Provide on-campus support at Bunker Hill Community College, Roxbury Community College, Benjamin Franklin Institute of Technology, and Endicott College that connects students to resources for course selection, tutoring, transfer applications, and career preparation.
- Actively seek out new resources for students including employment opportunities, alternative post secondary pathways, housing resources, scholarship information, mental health referrals, and child care.
- Maintain accurate, detailed transition supports and student records in Salesforce and Efforts to Outcomes (ETO) database used by Success Boston network.
- Responsible for program paperwork, data collection, grant reporting, and evaluation.
- Recruit and retain first year college students to participate in the Academy of Latinos Achieving Success (ALAS) Program to persist in community, two-year colleges, vocational schools, and alternative pathways.
- Implement and develop ALAS success curriculum materials, workshops, and trainings for youth participants.
- Provide one-on-one support to senior high school students with college-application, financial aid applications, and college-readiness.

Knowledge:
- Minimum one year experience in youth development, college access, or college success.
- Understanding of Boston Public Schools and/or local community colleges.
- Understanding of the first generation, immigrant college student experience.
- Proven experience in partnership building, including experience as program coordinator.
- Demonstrated ability to establish rapport with youth.
- Excellent interpersonal and communication skills.
- Strong administrative skills & competencies.
➢ Ability to manage multiple priorities, problem solve & think creatively.
➢ High attention to detail and organizational skills.
➢ Ability to work independently and as part of a team.
➢ Proven ability to anticipate, identify, and analyze problems and opportunities and establish priorities with youth.
➢ Proven ability to maintain the flexibility necessary to adapt, respond, and meet the needs of a non-profit organization.
➢ Demonstrated public speaking and facilitation skills.
➢ Bilingual (English/Spanish).
➢ Willingness to work a flexible schedule, primarily 10-6pm, and some evenings and weekends as needed.

Salary and Benefits:
This is a full-time (40 hours per week) position.
Anticipated salary range is $32,000- $35,000 dependent on experience and education level

Education Required:
BA/BS minimum

Send cover letter and resume to:
Kim Rios, College & Career Pathways Manager
krios@sociedadlatina.org
Candidates who do not send a cover letter will not be considered
Sociedad Latina regrets they are unable to provide visa sponsorship at this time

Sociedad Latina is an Affirmative Action/EOE Employer