Title: High School Advisor
Position: Full-Time, Exempt
Supervisor: Program Manager

Program:
SF Achievers is currently open to eligible African-American male students within any San Francisco school. Starting in High School eligible students are encouraged to apply for our scholarship program. Minimum criteria for awarded scholarships are for students with a GPA of at least 2.5 and can demonstrate financial need on a yearly competitive basis. In addition to receiving a scholarship, each accepted applicant will be matched with a mentor to help be the support system they need throughout their college career.

Description:
In order to build our young men into leaders, we believe that it is necessary to help them focus on important ideas and concepts as early as possible. We identify and reach out to all African American male students in 9th – 12th grade. Once we have engaged all students at the beginning of the year, we facilitate and sponsor open-door sessions during the school lunch period for all of our young men to attend on a weekly basis. These sessions provide our scholars with enrichment for body, mind and soul.

Key Responsibilities:

Case Load
● Maintain and manage caseload established by grant and program requirements
● Collaborate and coordinate the activities of student learning outcomes for all students enrolled in SF Achievers at designated school sites
● Build relationships with faculty, staff and community partners at designated school sites
● Input data on a regular basis to help track student learning outcomes
● Create a nurturing and supportive atmosphere for students
● Provide life coaching and academic support for students and youth

Lunchtime Program
● Collaborate and build a cooperative learning environment with an evidence based curriculum of discussion of current and historical context.
● Coordinate with staff regarding healthy lunch that aligns with SFUSD nutrition policies
● Build a relationship with SFUSD faculty to have discussions supervised by credential staff
● Partner and plan with Program Manager school year curriculum and implementation for lunchtime discussions focusing on student learning outcomes

Special Events
● Plan and implement a field trip or special events that can include during school time or after school time
● All special events should align with student learning outcomes and goals

High School Advisor (General Administration)
● Complete reports for grant and executive leadership
• Coordinate possible speaking and engagement meetings for scholars and community investors
• Track and evaluate reports of student learning outcomes.
• Research professional development opportunities that align with High School Scholar program.

Other Duties:
• Coordinate and participate in Leadership Academy program
• Communicate and collaborate with development and other fundraising duties
• Attend board meetings or represent program when needed
• Any other tasks or duties as assigned by supervisor

Job Qualifications:
• Bachelor’s Degree plus 2-3 years of professional experience in mentoring, coaching, youth development, education, or non-profit sectors
• Excellent public speaking/presentation skills with diverse groups of adults and youth
• Excellent verbal and written communication skills
• Extremely organized, reliable, and responsible
• Self-starter and collaborator
• Skilled using Microsoft Office, particularly Word, Excel, Outlook, and Google Suite
• Knowledge of challenges specific to, and support systems for, inner-city youth
• Have access to reliable transportation
• Attention to detail
• Able to prioritize tasks and meet deadlines

Desired Qualifications:
• Individuals with similar or like background to target population.
• Experience with diverse student populations
• Knowledge of public school systems
• Understanding of Higher Education Institutions admission, financial aid and retention programs
• Insight into community based resources and activities to support social and academic needs of students
• Ability to work cooperatively with diverse population of professionals, volunteers, community partners, family members and youth

How to Apply: Applicants MUST submit ALL of the following documents: a Cover Letter and Resume to highschoolprograms@sfachievers.org. No phone calls please.

The preceding job description has been designed to indicate the general nature and essential duties and responsibilities of work performed by employees within this classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

No direct calls please.