

## **AchieveMpls Job Posting: Career & College Center Coordinator at Patrick Henry Senior High School**

### **About AchieveMpls Career & College Centers / Career Pathway Centers**

Each year, AchieveMpls Career & College Centers (CCCs) in eleven Minneapolis Public Schools (MPS) and Career Pathway Centers (CPCs) in four Saint Paul Public Schools (SPPS) high schools support over 15,000 young people in charting their career course and making a plan for success after graduation – whether that means two or four-year college, apprenticeships, technical training, work or other opportunities. We also track individual student progress to ensure that every senior has a plan. Our team includes licensed school counselors, teachers and social workers. We bring extensive experience in helping students develop the best postsecondary plans for their individual career and life goals.

### **The Young People We Serve**

Twin Cities youth are our emerging leaders, the talent that reflects the global fluency of our communities and will power our region. 70% of MPS students are youth of color and 60% are eligible for free or reduced lunch. 32% of MPS students call a language other than English their home language, with nearly 90 different languages spoken in the district. In SPPS schools, nearly 80% of students identify as non-white, 2/3 are eligible for free and reduced lunch, and students speak over 125 languages and dialects.

### **Duties and Responsibilities**

The Career & College Center (CCC) Coordinator will work with school and community-based staff to coordinate career and college planning activities and manage the school's CCC. They will also collaborate with AchieveMpls staff to ensure that the organization's programming is integrated into the CCC.

### ***System-Building and Collaboration: Work with school community members and AchieveMpls staff to implement a system of career and college readiness.***

- Provide student-centered, culturally responsive career and college advising that incorporates advocacy and antiracist practice
- Partner with school counselors to plan a system that provides all students with appropriate career and college planning opportunities and that specifically promotes access for students from identities that are underrepresented in high-earning fields and postsecondary institutions.
- Meet regularly with counselors to share information on events and activities, update calendars, work with classes and support individual students.
- Collaborate with counselors to communicate regularly with families and students regarding activities in the CCC, upcoming events, deadlines and other key information.
- Convene the school-based College Access Network (CAN) where applicable and coordinate school-wide goals and strategies.
- Communicate regularly with school administration, counseling team and all staff on issues related to career and college readiness, including progress towards goals.
- Maintain up-to-date knowledge of district post-secondary planning and career readiness systems, including My Life Plan.
- Attend all professional development related to AchieveMpls, counseling, and college and career readiness, and seek out opportunities to continue your own learning and growth

***Career Exposure: Assist students in building awareness of the breadth of careers available***

- Provide individualized advising to students regarding career research, career fields/clusters/pathways, job searches and other career-related activities.
- Assist counselors with lessons associated with work readiness and career exploration.
- Collaborate with Work-Based Learning coordinators and CTE programs to ensure that students have full access to and awareness of career pathway opportunities.
- Support student career skills-building, such as resume-writing, interviewing, and networking through workshops and one-on-one support.
- Coordinate career exposure events including but not limited to:
  - Career Fairs
  - Classroom-based career speaker events
  - Networking and informational interviews
  - Work site tours
  - Career rep visits
- Work with AchieveMpls Step Up staff to support recruitment of students into Step Up Youth Employment Program internships

***Postsecondary Exposure: Assist students in researching and gaining exposure to postsecondary training options***

- Provide individualized advising and assistance on how to research and apply to college and other postsecondary education options.
- Host information session for students and families on topics related to postsecondary options.
- Coordinate opportunities for students to connect with college representatives in the CCC.
- Promote and support opportunities for students to visit colleges via other organizations; directly offer additional opportunities where needed to fill gaps.
- Coordinate college fairs in collaboration with Minnesota Association of Counselors of Color (MnACC).
- Provide regular communication (i.e. newsletters) to school community members.

***Plan Development: Support students in preparing for postsecondary plans***

- Provide individualized advising on postsecondary planning, including determining appropriate postsecondary match and fit.
- Promote, support and/or coordinate opportunities for students to prepare for appropriate tests for postsecondary options.
- Support and/or help coordinate the annual ACT for all juniors.
- Support students in completing all steps of the college application process.

***Financial Aid: Support students in identifying how they will finance postsecondary plans***

- Provide individualized support in understanding options for financing postsecondary plans.
- Support students in completing the FAFSA/Dream Act.
- Support students in finding match scholarships and completing applications.
- Support students in interpreting financial aid packages and budgeting effectively for their postsecondary plan.

## Required Qualifications and Experience

### **Required:**

- Ability to work effectively and build trusting relationships with young people from diverse backgrounds.
- Commitment to anti-racism and increasing equity in access to postsecondary opportunities.
- Current knowledge of career pathway options, training and degree requirements and college application processes and resources.
- Prior experience working with young people, particularly in an academic or school setting.
- Ability to work collaboratively with school staff, community organizations, families, business representatives, college admissions staff, volunteers and other community members.
- Strong interpersonal skills and experience working as part of a team.
- Bachelor's degree (or higher).

### **Preferred:**

- Master's degree in counseling or related field.

### **Salary Range**

Full-time position. Salary \$52,000-\$56,000 depending on experience.

### **To Apply**

Applications are welcomed from a broad range of applicants. Send resume and letter of interest to [HR@achievempls.org](mailto:HR@achievempls.org). This position is open until filled; applications received by November 23 receive preference.

## **AchieveMpls is an Equal Employment Opportunity Employer**

### **About AchieveMpls**

As the strategic nonprofit partner of Minneapolis Public Schools (MPS), we rally community support to inspire and equip students for careers, college and life. Our vision is that all young people have full access to educational and career opportunities, resulting in a more equitable and vibrant community. We manage Career & College Centers in 15 Minneapolis and Saint Paul public high schools; direct career exploration events with community volunteers; connect students with paid summer internships and work readiness training; host EDTalks and other public education events; and support MPS in securing grants and managing school funds, staff mini-grants and college scholarships. Join us as a volunteer, employer, donor or partner at [www.achievempls.org](http://www.achievempls.org).

### **Our Commitment to Equity**

AchieveMpls is committed to hiring talented individuals who are passionate about our mission, represent the communities we serve and contribute to the diversity of our workplace and our city. We acknowledge and honor the fundamental value and dignity of all persons. Our hiring decisions are guided by our equity values: embracing differences—race, culture, religion, ability, gender, gender expression, sexual orientation and class—eliminating racism and other forms of bias, and creating an inclusive workplace where all employees feel valued, heard and respected.