

AchieveMpls Job Posting: AchieveMpls Career & College Coordinator at The FAIR School

POSITION DESCRIPTION

AchieveMpls is hiring a part-time (16-20 hours) Career & College Center Coordinator at [The FAIR School](#), a Minneapolis Public Schools 9-12 grade fine arts school located in downtown Minneapolis that is rooted in innovation and creativity. This individual will work to provide post-secondary outcomes for students and collaborate with school and community-based staff to coordinate career and college planning activities.

PRIMARY DUTIES AND RESPONSIBILITIES

Assist students and their families in planning for and preparing for post-secondary options

- Provide assistance on how to research and apply to post-secondary education options
- Provide assistance on how to access financial aid and scholarship opportunities
- Promote, support and/or coordinate opportunities for students to prepare for appropriate tests for post-secondary options
- Coordinate opportunities for students to connect with college representatives
- Promote and support opportunities for students to visit colleges provided by other organizations; directly provide opportunities where needed to fill gaps
- Maintain updated resources about colleges, scholarships and financial aid
- Coordinate college fairs, in collaboration with Minnesota Association of Counselors of Color (MnACC).

Assist students in planning for careers

- Provide individualized assistance to students regarding job searches and career-related activities
- Maintain up-to-date resources about career opportunities and the academic and professional requirements to access those opportunities
- Offer workshops or one-to-one assistance in resume writing and job applications
- Coordinate career exposure events at each high school
- Work with AchieveMpls STEP-UP Achieve staff to support recruitment of students into STEP-UP summer internships

Establish the Career & College Center as a Community Hub

- Partner with school counselors to plan for a system that provides all students with appropriate career and college planning opportunities and provide assistance per plan
- Meet regularly with school counselors to update calendar and share information on events/activities
- Coordinate activities for students to meet with community members regarding career and college planning, both in the CCC and in the community
- If applicable, train and manage volunteers to assist students and families in navigating the post-secondary planning process (college and job applications, financial aid, scholarship applications, etc.)
- If applicable, convene College Access Network

Provide effective communications to students, families and volunteers

- Collaborate with counselors to communicate regularly with families and students via an e-mail and/or hard copy newsletter regarding activities in the Center, upcoming events, deadlines, etc.

- Collaborate with counselors to provide family information sessions about planning and preparing for college and career
- Communicate regularly with school leadership, the counseling team and all staff on issues related to career and college readiness

EXPERIENCE AND QUALIFICATIONS

Required:

- Current knowledge of career and college planning processes and resources
- Ability to work effectively with a diverse student population
- Ability to work collaboratively with school staff, community organizations, parents, business representatives, college admissions staff, volunteers, and community members
- Strong ability to organize and track work outputs
- Strong interpersonal skills
- Skills and experience working as part of a team
- Ability to take initiative in engaging students, teachers, and other school staff
- Ability to work with students in a classroom setting
- B.A. or higher required

Preferred:

- Master's degree in counseling or related field
- Licensed school counselor

TO APPLY

This is a part-time (16-20 hours) position.

Please send cover letter and resume to HR@achievempls.org by Friday, May 5.

AchieveMpls is an Equal Employment Opportunity Employer

About AchieveMpls

As the strategic nonprofit partner of Minneapolis Public Schools (MPS), our shared goal is every student career and college ready. We mobilize community volunteers, employers, funders and partners to ensure that all students graduate with the tools, support and confidence they need to pursue meaningful careers. We offer personalized life-planning resources for 9,000 MPS students each year in our ten Career & College Centers, provide paid internships for 750 Minneapolis youth through STEP-UP Achieve (part of the City of Minneapolis STEP-UP program) and engage 800 volunteers as Graduation Coaches and career exploration volunteers. We also serve as the foundation for MPS, managing school and department funds, administering scholarships and staff mini-grants, and raising major support for the district's strategic priorities. Learn more at www.achievempls.org.