

**AchieveMpls Job Posting:  
Career and College Readiness Coordinator  
for Minneapolis Public Schools Contract Alternative Schools**

**Position Description**

This is a new position that will lead our career and college readiness program in Minneapolis Public Schools (MPS) contract alternative schools. As a key member of the alternative schools counseling team, the career and college readiness coordinator will partner with a portfolio of schools to directly advise and guide students in their career and postsecondary exploration and planning. They will also support the development and implementation of career and college readiness systems and activities in partnership with school and community-based staff. This position will start in January 2022 and run through the current school year (June 2022), with the potential of being extended for two additional years (June 2024) pending approval of additional funding. The work schedule is flexible, ranging from 24-40 hours per week depending on availability. This position reports to the AchieveMpls career and college readiness manager.

**AchieveMpls Career & College Centers and Career Pathway Centers**

AchieveMpls provides guidance and resources for 20,000 students each year through centers in MPS and SPPS high schools. Our personalized advising helps students explore and chart their career course, make a plan for success after graduation and pursue postsecondary education opportunities, including two or four-year college, apprenticeships, technical training, military service and other pathways. Our professional staff include licensed school counselors, social workers, admissions experts, educators and youth workers. We are experts in helping students develop and pursue the best postsecondary plans for their individual career and life goals.

**Minneapolis Public Schools Contract Alternative Schools**

MPS contract alternative schools provide opportunities for families to choose the learning environment that meets the specific needs of their students. These are choice-based programs designed to serve students who have not found success in the traditional school model. [Learn more about the nine MPS alternative school programs.](#)

**The Young People We Serve**

Twin Cities youth are our emerging leaders – talented, capable and ready to learn. We believe in the power of career and postsecondary readiness to enable young people to imagine and live rewarding lives, and we prioritize services for our students who face systemic barriers to access. 70% of Minneapolis Public Schools students are youth of color, 60% are eligible for free or reduced lunch, and 32% call a language other than English their home language, with nearly 90 different languages spoken in the district.

**Duties and Responsibilities**

***Provide individualized and culturally responsive advising to students in their postsecondary planning process:***

- Support students in exploring and preparing their postsecondary plan, including researching career fields/clusters/pathways and determining appropriate postsecondary match and fit.
- Assist students in *executing* their postsecondary education or training plan, including researching and applying to colleges or universities, apprenticeships, skilled trades and other programs.

- Support students in *identifying how they will finance* their postsecondary plan, including completing FAFSA/ MN Dream Act and scholarship applications, interpreting financial aid award packages and budgeting.
- Assist students in *preparing to enter the workforce*, including building resumes and exploring high-wage, high-demand entry level positions with local employers.
- Maintain accurate records and monitor data on students' postsecondary planning progress.

***Coordinate resources and experiences to support a robust career and college readiness (CCR) culture:***

- Create opportunities for students to explore career fields, develop their interests and network with career professionals and/or education and training program representatives.
- Assist students in connecting with college representatives and visiting college campuses.
- Plan annual school-wide college fair in collaboration with Minnesota Association of Counselors of Color.
- Host information sessions and financial aid workshops for students and families on topics related to postsecondary options.
- As applicable, coordinate college access programs at the school site and serve as a liaison to the counseling department to support alignment of services and positive student outcomes.

***Support partnership development and collaborative career and college readiness (CCR) systems-building:***

- Build partnerships with key stakeholders in the school to strengthen equitable CCR systems.
- Partner with school counselors to provide all students with career and college planning opportunities, and specifically promote access for students from identities that are underrepresented in high-earning fields and postsecondary institutions.
- Communicate regularly with school administration, counseling team and building staff on issues related to CCR, including progress towards the school's CCR goals.
- Maintain up-to-date knowledge of district CCR system and counselor-led CCR curriculum.
- Collaborate with D3 School Counselor to connect potential students to Early Middle College.
- Ensure students have access to non traditional post-secondary pathway programs (apprenticeships, trades, technical college, certification programs)
- Collaborate with Work Based Learning coordinators and Career and Technical Education coordinators where relevant.
- Attend all relevant professional development related to AchieveMpls and district counseling teams and seek out opportunities for ongoing professional learning and growth.

**Qualifications and Experience**

***Required:***

- Ability to work effectively and build trusting relationships with young people, centering their individual identities and experiences.
- Ability to work collaboratively with school staff and community partners to support student outcomes.
- 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 academic or school settings.

- Ability to work collaboratively with school staff, community organizations, families, college admissions staff, business representatives, volunteers and other community stakeholders.
- Strong interpersonal skills and experience working as part of a team.
- Bachelor's degree (or higher).

**Preferred:**

- Experience working within public school systems, particularly with youth who did not find success in traditional school settings

**Application Instructions**

Send letter of interest and resume to HR@achievempls.org. Applications are welcomed from a broad range of applicants. Applications received by December 31 receive priority. This position is open until filled.

**Salary Range**

Fulltime salary is \$52,000-\$58,000 depending on experience. Partial time salary will be calculated proportionally. Benefits include HSA, medical, dental, vision, life insurance, paid holidays, paid time off, professional development and more.

**AchieveMpls is an Equal Employment Opportunity Employer**

**About AchieveMpls**

AchieveMpls rallies community support and delivers best-in-class programs to inspire and equip Minneapolis and Saint Paul young people for careers, college and life. Our vision is that all young people have full and equitable access to postsecondary education and career opportunities, creating a more just and vibrant community. We direct Career & College Centers in 19 Minneapolis and Saint Paul public high schools; connect students with career exploration opportunities through Step Up and Achieve College Internships; host EDTalks and other public engagement events; and support MPS in securing grants and managing school funds, staff mini-grants and college scholarships. Learn more 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 and represent the diverse identities of the communities we serve. 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.