

AchieveMpls Job Posting: Career & College Center Coordinator at Southwest High School (part-time)

About AchieveMpls

As the strategic nonprofit partner of Minneapolis Public Schools (MPS), we rally community support to inspire and equip Minneapolis 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 Minneapolis. Each year we manage Career & College Centers in 11 MPS high schools, train and place nearly 1,600 Minneapolis youth in paid Step Up paid internships with more than 200 employers, engage hundreds of volunteers as Graduation Coaches and career exploration volunteers, raise support for MPS strategic priorities, and administer MPS school funds and scholarships. Learn more at www.achievempls.org.

AchieveMpls Career & College Centers

Our Career & College Centers (CCCs) in eleven MPS high schools help young people chart their career course and make a plan for success after graduation – whether that means postsecondary school, 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

Minneapolis youth are our city's 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.

Position Overview

The Career and College Center (CCC) Coordinator at Southwest High School provides individualized assistance to students in exploring and planning for careers, postsecondary education and training as well as financial aid. The CCC Coordinator collaborates with other AchieveMpls team members, school and community-based staff to develop and coordinate high-quality career and college planning activities and implement a system of career and college readiness across the school. This is a part-time (.5) position which works with another full-time CCC coordinator. Learn more about Southwest High at <http://southwest.mpls.k12.mn.us/>.

Duties and Responsibilities

Career Exposure: Assist students in building an awareness of the wide range of careers available

- Provide individualized and group advising to students regarding career research, career fields/clusters/pathways, job searches and other career-related activities.
- Coordinate career exposure events that connect students directly with professionals and companies, including classroom-based career speaker events, gym style career fairs, speed-networking and informational interview events with employers, and off-site work site tours.

- Support student skill-building in developing resumes, interviewing, networking and other career-related skills.
- Work with AchieveMpls Step Up youth employment program staff to support recruitment of students into Step Up internships.

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

- Provide individualized advising on how to research and apply to college and other postsecondary education options.
- Host information session for students and their families on topics related to college and postsecondary options.
- Support completion of post-secondary planning milestones in the MPS My Life Plan program.
- Coordinate opportunities for students to connect directly with college representatives or visit college campuses.
- Coordinate college fairs in collaboration with Minnesota Association of Counselors of Color.
- Coordinate events for families, students and the school community on topics related to post-secondary options and planning.

Plan Development: Support students in preparing postsecondary plans

- Provide individualized advising on postsecondary planning, including determining appropriate postsecondary match and fit.
- Promote, support and coordinate opportunities for students to prepare for appropriate tests and entrance exams (i.e. ACT, Accuplacer, etc.) for postsecondary applications.
- Support and/or help coordinate the 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 options.
- Support students in completing the FAFSA, Dream Act and/or scholarship applications.
- Support students in budgeting and interpreting financial aid packages.

Collaboration & Communication: Work with school community members and AchieveMpls staff to implement a robust system of college and career readiness that is integrated into the school

- Partner with school counselors to create a system that provides *all* students with appropriate career and college planning opportunities.
- Communicate regularly with school administration, counseling team and all staff on issues related to career and college readiness.
- Collaborate with counselors to communicate regularly with students, families and school staff via e-mail and/or hard copy newsletters regarding activities in the CCC, events, deadlines, etc.
- Collaborate with other college access partner organizations.

Qualifications and Experience

Required

- Belief that *all* students can succeed
- Proven record of working effectively with diverse student population, cultures and communities
- Ability to work collaboratively with school staff, community organizations, parents, business representatives, college admissions staff and volunteers
- Current knowledge of career and college planning processes and resources
- Strong interpersonal and communications skills
- Strong event planning and coordination skills
- Ability to use data to inform planning process
- 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. degree or 5 years of relevant experience

Preferred

- Second language proficiency
- Master's degree in counseling or related field

Salary Range

This is a part time (.5) position. Salary range is \$25,500-\$27,500.

To Apply

Applications are welcomed from a broad range of applicants. Please send resume and cover letter to hr@achievempls.org with the subject line "Career & College Center Coordinator". Anticipated start date is January 28. This position is open until filled.

AchieveMpls is an Equal Employment Opportunity Employer

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.