High School Coordinator, College & Careers

Start Date: February 2022
Education: Bachelors and above
Location: Chicagoland – Woodlawn

Type: Full-Time
Language: English
Salary: Commensurate with experience

Overview:
MetroSquash is a 501(c)(3) out-of-school time college and career success program that utilizes a long-term and holistic model to serve Chicagoland public school students with demonstrated need. Join us if you are passionate about changing the lives of youth through a unique pathway model where we empower students to become healthy adults with social and economic stability.

The first MetroSquash class (in 2005) consisted of 10 students in fifth grade, and utilized squash courts and classroom space at the University of Chicago. Each year, a grade level was added to realize a pathway of service from 5th grade through post-secondary completion. In 2015, the organization successfully raised over $8M to construct a permanent home - the 8-court Hussain MetroSquash Center in Woodlawn. MetroSquash now has 20 full-time staff serving over 400 students and their families each year. In 2018, MetroSquash opened its first satellite location in Evanston to serve students just north of Chicago. MetroSquash Evanston currently serves 50+ 6th-9th graders and utilizes academic and court space at the McGaw YMCA. The program will build a second eight-court facility in Evanston and is exploring plans to expand to the West Side of Chicago.

Description:
The High School Coordinator, College & Careers plays a crucial role in planning and delivering high-quality programming to help prepare high school students for college and career success. The High School Coordinator, College & Careers also helps to ensure the smooth transition to their best fit postsecondary institution and persistence through their first year. The High School Coordinator, College & Careers is supported by and reports to the Manager of College & Careers.

Key Responsibilities:
- Plan and lead college & career readiness programming including workshops, college visits, and other activities aimed at preparing MetroSquash high school students for college and career success.
- Provide individualized support for 11th and 12th grade students and their families with identifying their best-fit postsecondary path. This includes but is not limited to advising, exposure opportunities, and one-to-one meetings with students and their families.
- Support students through their first year of college, or postsecondary program, helping to ensure that students have the necessary support and resources to persist through their first year.
● In collaboration with the College & Careers Team, play a key role identifying opportunities to introduce college & career programming and pathways to middle school and high school MetroSquash students.
● Collect, manage, and monitor key academic performance data, using salesforce, to guide student supports.
● Collaborate with the Squash & Fitness Team to gain an understanding of college squash options, ensure that students are fully supported every step of their way, and that they are prepared for whatever path they choose.
● Work with the Academics & Enrichment Team to stay abreast of student academic standing and progress, providing support and guidance on a consistent basis so that students reach their academic goals.
● Stay abreast of the local and national college access and success landscape, ensuring that all programming is top-notch and that students are well-prepared for their next endeavor.
● Perform other duties as assigned.

**Required knowledge, skills & abilities:**

● Bachelor’s Degree in education, counseling, or related field
● 2 years experience working with traditionally underrepresented students, particularly at the high school level
● Demonstrated ability to thrive in high-functioning, fast-paced environment; strong communication and problem-solving skills
● Comfort with data tracking and goal-setting
● Strong interpersonal skills with a willingness and desire to engage with diverse stakeholders
● Valid driver’s license and ability to drive a 12-15 passenger van a must

**Hours:**
General hours are Monday through Friday 11am-7pm, though adjustments are necessary to the organization’s response to COVID-19. The position entails weekend work – particularly on Saturdays during the school year, and eventual travel to college campuses during the academic year.

**Vacation & Benefits:**
15 vacation days and five sick days the first year, 20 vacation days and five sick days in the second year, and 25 vacation days and five sick days each subsequent year. A generous benefits plan includes health & dental coverage, Simple IRA matching etc.

**Other:** Must be eligible to work in the United States.

**How to Apply:** Email resume and cover letter to careers@metrosquash.org. No calls please.