HIGH SCHOOL COORDINATOR, Evanston COLLEGE & CAREERS
POSITION DESCRIPTION

START DATE: IMMEDIATE
TYPE: FULL-TIME
EDUCATION: BACHELORS
LANGUAGE: Bilingual (Spanish) Preferred
LOCATION: EVANSTON
SALARY/WAGE: 40,000-50,000

Overview

Founded in Chicago in 2005, MetroSquash is an after-school, weekend, and summer program that provides transformative, life-changing opportunities for underserved youth. After 13 years of successful programming for public school students on Chicago's south side, MetroSquash expanded to Evanston in 2018 through a partnership with McGaw YMCA.

The High School Coordinator, College & Careers plays a critical role in preparing students for successful postsecondary transitions while also ensuring persistence and long-term success beyond high school graduation. **This role supports students across 11th Grade, 12th Grade, Year 1, and Year 2** of postsecondary education through individualized advising, intervention planning, mental health-informed support, family engagement, and career readiness programming.

This position is designed for an educator, advisor, counselor, or emerging social work professional who understands that college access alone is not enough. The ideal candidate believes deeply in persistence, intervention, relationship-building, and helping students navigate the academic, social, emotional, and financial barriers that often impact postsecondary completion.

The High School Coordinator, College & Careers reports to and is supported by the Evanston Program Manager and collaborates closely with the broader College & Careers Team across sites.

Key Responsibilities:

Postsecondary Access, Advising & Persistence

- Provide individualized support for 11th Grade, 12th Grade, Year 1, and Year 2 students and families as they navigate college access, transition, persistence, and career exploration.
- Support students in identifying best-fit postsecondary pathways inclusive of four-year universities, community colleges, vocational pathways, workforce opportunities, and squash-related recruitment opportunities.
- Conduct consistent one-to-one student meetings focused on academic progress, social-emotional wellness, executive functioning, financial aid, campus adjustment, persistence concerns, and long-term planning.
- Monitor and respond proactively to persistence barriers including academic struggles, mental health concerns, family stressors, financial instability, disengagement, stop-out risk, housing insecurity, and campus integration challenges.
- Coordinate intervention plans for high-risk students in collaboration with families, campus personnel, MetroSquash leadership, and external support providers when appropriate.
- Support students through critical transition periods including senior year, summer melt, first-year adjustment, and Year 2 persistence challenges.

Mental Health & Student Support

- Utilize a relationship-centered, trauma-informed, and restorative approach when supporting students.
- Recognize signs of student distress and escalate concerns appropriately while maintaining strong professional boundaries and documentation practices.
- Help students develop executive functioning, self-advocacy, communication, and problem-solving skills necessary for postsecondary success.

Programming & Career Readiness

- Plan and facilitate college & career readiness programming including workshops, college visits, career exposure opportunities, alumni engagement, and transition support activities.
- Collaborate with the College & Careers Team to strengthen programming that introduces younger students to college and career pathways.
- Assist with implementation of career exploration opportunities, networking exposure, internships, and workforce readiness experiences.

Data, Collaboration & Operations

- Collect, manage, and monitor academic, attendance, persistence, and engagement data using Salesforce and other organizational systems.
- Utilize data to identify trends, intervention needs, and areas requiring increased student support.
- Stay informed on local and national college access, persistence, mental health, and student success trends to strengthen program quality and effectiveness.
- Assist with documentation, reporting, family communication, and other departmental responsibilities as assigned.

Qualifications and Qualities:

Candidates should possess the following:

- 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 understanding of college access, persistence, student intervention, and barriers impacting first-generation and underrepresented students
- Experience supporting students through social-emotional, mental health, executive functioning, or crisis-related challenges preferred;
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- Comfort with data tracking and goal-setting; possess exceptional professional judgment and discretion, with unquestioned responsibility, persistence and diligence
- Strong ability to work independently
- 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 may be necessary based on program needs. The position entails weekend work, particularly on Saturdays during the school year, and occasional travel for tournaments, college visits, and student-related programming.

Benefits: A generous benefits plan, including health and dental coverage, retirement matching and 15 vacation days and 5 sick days in the first year.