



DEPARTMENT: College Prep Program
POSITION: Post-Secondary Services Coordinator

OVERVIEW OF TENACITY

Founded in 1999, Tenacity's mission is to improve the scholastic, character, and physical development of urban youth through a combination of academic instruction and tennis instruction/competition, with a focus on life skills and character development. Tenacity's programs together offer a "Pathway to Excellence" and serve 6000 youth annually. The Tenacity Pathway includes:

- Elementary School Program: 4th-5th Grade. This program exposes students in gym classes to tennis and helps identify "right fit" youth for Tenacity's next phase of the Pathway.
- Middle School Academy (MSA): 6th- 8th Grade. This is Tenacity's intensive, curriculum-based three year program geared toward high school readiness. The MSA program includes academic enrichment, homework help, study/life skills development and tennis programming, and culminates in a high school selection process for 8th grade students, led by staff from the College Prep Program.
- College Prep Program (CP): 9th-12th Grade. The College Prep Program serves approximately 200 graduates of the MSA during their high school years, and offers academic support, mentorship, and comprehensive college prep programming to ensure success in high school and in post-secondary education. In the later years of high school, the College Prep Program offers intensive guidance around post-secondary planning.
- The Post-Secondary Support Program extends its support to youth beyond high school in an effort to promote successful completion of post-secondary pursuits.
- The Summer Reading & Tennis Program (STRP) serves 5,000 youth ages 6-16, providing literacy, tennis and wellness programming in July and August, and preventing summer reading level loss. Many School-Year Pathway participants also participate in and/or work for STRP.

Tenacity's Pathway programs work in concert to engage youth and their families year-round for nine or more years of their lives, often changing the trajectory of their futures. Throughout its history, Tenacity has maintained a 95% high school graduation rate among students who have completed the MSA, with 78% going on to higher education.

POSITION SUMMARY

The Post-Secondary Support (PSS) Coordinator position offers a unique opportunity for a talented professional who believes in multiple paths to success and can effectively empower students to continue along their best-fit paths to help them reach their potential. Reporting to the Director of College Prep and Post-Secondary Services, the PSS Coordinator will deliver continued mentoring and support to students who have completed the earlier stages of the Tenacity Pathway, the majority of whom are engaged in a Tenacity-approved post-secondary pursuit. Most of these students are first-generation college students in need of support and assistance with navigating uncharted territory, seeking out and utilizing campus resources, and staying on top of financial aid and other deadlines. Many also need social-emotional support as they deal with new interpersonal dynamics (peers, professors), challenging courses, and school-work-life balance. For those who have not yet identified next steps beyond high school, the PSS Coordinator will assist in exploring and selecting a best-fit option. As in all of our Pathway programs, our objective is to holistically meet the needs of each student, promoting their journey along a positive path to post-secondary success and productive adult lives.

The successful candidate will be energetic, highly collaborative, "willing to go the extra mile," and be deeply committed to empowering young people to achieve academic and personal success. S/he must also be dedicated to promoting and increasing parent and family engagement. S/he should believe in Tenacity's "Pathway" model and share responsibilities in ensuring students accomplish post-secondary success.

Qualifications

- Bachelor's Degree Required. Master's Degree in Social Work, Youth Development, Higher Education, or related field preferred. Equivalent experience working effectively with a diverse range of urban young adults and families considered.
- Higher Education Student Support/Advising or Post-Secondary Planning/Guidance Counseling with urban youth and families preferred.
- Belief in Tenacity's mission and model
- Knowledge of and belief in strengths-based approach to youth development
- Ability to develop impactful relationships with students/families while maintaining professional boundaries
- Ability to build and develop relationships with multiple constituencies, including but not limited to students and families, university personnel, other CBO's.
- A "do whatever it takes" attitude, including willingness to travel around Boston daily and work non-traditional hours
- Excitement about working as part of a highly collaborative team
- Ability to think critically and find solutions to complex and challenging situations
- Willingness to work non-traditional work hours, including some evenings/weekends.
- Willingness to adhere to organizational and programmatic policies and procedures
- Valid Massachusetts Driver's License required; Access to reliable vehicle strongly preferred.
- Excellent verbal, written and interpersonal communications skills
- Computer/internet savvy, with proficiency in Microsoft applications (Word, Excel, PowerPoint)
- A sense of humor and ability to laugh at oneself
- Flexibility/Ability to adapt to last minute changes and demands
- A balance of self-direction/initiative and humility/a desire to learn
- Strongly preferred: Spanish fluency (written/verbal)
- Tennis experience is not required, but a plus.

Duties of this position will include, but are not limited to:

Student Engagement/Personal Support

- With direction from the Director of College Prep and Post-Secondary Support Services, develop and document Post-Secondary Services Curriculum and Process
 - Develop timeline surrounding services offered
 - Determine and track persistence measures
- Collaborate with Manager of Post-Secondary Support to ensure a smooth transition from College Prep to Post Secondary Support Program
 - Attend and assist 12th grade college & career planning/readiness workshops
 - Help connect 11th & 12th grade students considering specific colleges with alumni attending those colleges
- Deepen mentoring relationships with Tenacity students engaged in a post-secondary pursuit and/or under age 26
 - Manage and share an arsenal of information, resources and opportunities that promote a successful completion of post-secondary education
 - Persistent outreach/check-ins via phone, in person (home visits, campus visits, etc), and via social media
 - Coordinate Winter and Summer reunions to keep alumni connected to each other and to Tenacity
 - Help problem-solve when students face academic and/or personal obstacles, crisis management as needed
 - Help students self-advocate and/or serve as students' advocate when necessary

- *For Alumni Enrolled in Post-Secondary Pursuits*
 - Coordinate care packages during final exams, a winter alumni reunion and the summer PSS outing.
 - Guide students through transfer process (as needed)
 - Coordinate the Tenacity Scholarship Payment process
- *For Alumni Not Enrolled in Post-Secondary Pursuits*
 - Guide alumni in exploring options, determining next steps and choosing an approved post-secondary pursuit
 - Help students with post-secondary enrollment process
 - Collect and maintain resources and information re: non-college post-secondary options (e.g. alternative/service programs, trade programs)
- *Professional Exploration*

Family Engagement

- Outreach/communication with parents/guardians of alumni to keep them engaged and invested in their children's post-secondary path
- Act as a resource for families/help identify additional services or support they may need

Miscellaneous

- With oversight from the Director of CP/PSS and collaboration with other PSS staff, manage existing/develop new partnerships with CBO's and other resources related to post-secondary planning and persistence, including college/university personnel
- Intensive College Prep/Alumni team collaboration, including daily communication (written & verbal), regular meetings, and consideration of resources and expertise offered by fellow team members.
- Share learnings at post-secondary support level with Elementary, Middle School Academy, and College Prep staff, in an effort to enable earlier programs to better prepare students for post-secondary success
- Occasional travel to college campuses all over Massachusetts and beyond (majority within 50 miles of Boston)
- Engage in diligent data collection, record-keeping, and logging

TO APPLY: Please send a cover letter and resume to garyphillips@tenacity.org, and include "College Prep PSSC" in the subject line of your email.

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