



DEPARTMENT: College Prep Program
POSITION: Post-Secondary Planning & Success 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-11th 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 begins to extend its support to youth in their senior year of high school and continues 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

With almost 200 students at 35+ high schools and 100+ students engaged in post-secondary pursuits, the College Prep and Post-Secondary Support (CP/PSS) Programs engage participants at group, grade-specific, and individual levels. Our objective is to holistically meet the needs of each student by promoting their journeys to post-secondary success and productive adult lives. As the CP/PSS staff team grows to meet the critical needs of our youth, this position offers a unique opportunity for a talented leader who understands the development of the whole child, recognizes what it takes for students to succeed beyond high school, and is able to effectively create a culture around post-secondary achievement for students, families, and the organization as a whole.

Reporting to the Director of Pathway Programming, the Post-Secondary Planning Coordinator will deliver mentoring and support to students who are engaged in active planning for Post-High School. She/he will oversee a program of college visits for students in grades 9-11 and will provide leadership, direction and resources for CP Student & Family Support Coordinators around college planning. Along these lines, the coordinator will be responsible for building an arsenal of curriculum, resources and opportunities that promote a successful transition from high school to college matriculation and successful completion. The successful candidate will be energetic, collaborative, "willing to go the extra mile," and be deeply committed to empowering Tenacity youth to achieve academic and personal success. S/he must also be dedicated to promoting and increasing parent and family involvement in the college application process. S/he should believe in Tenacity's "Pathway" model and share responsibility in building a solid foundation for students as they graduate from High School

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

- *Student Support*
 - Provide customized case management for approximately 30-40 12th grade students related to college access and matriculation, as well as social emotional & leadership development.
 - Develop for each student a comprehensive college timeline including a match college list and deadlines for admission and financial aid.
 - Provide one-on-one admission and financial aid application support
 - Maintain schedule of one on one advising sessions
 - Persistent outreach/check-ins via phone, in person, and via social media
 - Tracking of students' academic performance and post-secondary planning milestones
 - Collaborate with the post-secondary education partners in connecting students to campus-based resources in advance of matriculation
 - Help students who are ineligible for financial aid to determine post-secondary opportunities
 - Coordinate and execute recruitment of students and families for related events
 - Manage student credits related to the Tenacity Scholarship Program
- *Family Engagement*
 - Educate families regarding the post-secondary planning process and financial aid
 - Conduct regular outreach/check-ins via phone, in person and via social media
 - Conduct at least one family visit with each 12th grader's family (plus additional visits as needed)
 - Serve as a liaison between families and high schools.
 - Act as a resource for families/help identify additional services or support they may need.
 - Participate (with student support staff) in parent/teacher meetings regarding academic matters (e.g. IEP's)
- *Additional Support*
 - Support programming connected to efforts to effectively transition rising college freshmen
 - Maintain contact with select college students and provide guidance/problem-solving as needed
 - Assist students who are not matriculated into a post-secondary endeavor with the college/career advising
- *Curriculum Development/ Implementation*
 - Under supervision of Director of Pathway Programs, further develop and document 11th & 12th Grade College & Career Advising Curriculum and Process
 - Expand catalogue of college scholarship opportunities
 - Plan and execute College & Career-focused workshops/events
 - Develop and lead Program of College Visits for students in grades 9-11 including at least one out-of-state college tour
 - With oversight from the Director of Pathway Programs, manage existing/develop new partnerships with CBO's and other resources related to post-secondary planning, including college/university personnel
 - *Conduct data collection, assessment and evaluation of program elements and program participants.*
- *Miscellaneous*
 - Intensive team collaboration, including daily communication (written & verbal), regular team meetings, and participation in group efforts such as grades collection, newsletters, mailings, special events, etc.
 - Assist in curriculum planning, facilitation and staffing of other CP/PSS events as needed

Qualifications

- Belief in Tenacity's mission and model
- Minimum of a Bachelor's degree in Social Sciences, Humanities, Education, or a related field required; Master's degree in Higher Education, Student Affairs, School Counseling or a related field preferred
- Minimum of 3 years' experience and proven track record of successful Post-Secondary Planning/Guidance Counseling with a diverse population of youth and families. Boston-based experience preferred.
- Ability to develop impactful relationships with students/families while maintaining professional boundaries
- Self-starter, motivated, and able to take initiative in all situations; ability to function effectively in a fast-paced, entrepreneurial and inclusive environment

- High level of attention to detail, accuracy and organization. Ability to complete multiple tasks simultaneously and prioritize to meet deadlines
- Ability to build rapport and cooperation with people inside and outside of Tenacity
- Able to identify and anticipate a problem, analyze the situation and various perspectives, offer and/or seek assistance in order to identify solutions and decide on and implement a course of action when appropriate
- Ability to adjust style and approach according to environment and audience
- Knowledge of and belief in strengths-based approach to youth development
- Willingness to work non-traditional work hours
- Computer/internet savvy, with proficiency in Microsoft applications (Excel, PowerPoint)
- Strongly preferred: Fluency (written/verbal) in language other than and in addition to English
- Skill, experience and a desire for data management a plus
- Tennis experience is welcomed, but not required
- This position requires regular travel around the city to work with students and families in their schools and homes and other partners. Thus a valid Massachusetts Driver's License and access to reliable vehicle is preferred.

To apply: send resume and cover letter to jobs@tenacity.org.

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