



DEPARTMENT: College and Career 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 and Career Prep Program.
- College and Career Prep Program (CCPP): 9th-11th Grade. The College and Career Prep Program serves approximately 200 graduates of the MSA during their high school years, and offers academic support, mentorship, and comprehensive College and Career Prep programming to ensure success in high school and in post-secondary education. In the later years of high school, the College and Career 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 and Career Prep and Post-Secondary Support (CCPP/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 CCP/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 Chief of the Pathway to Post-Secondary Success, the Post-Secondary Planning Coordinator will deliver mentoring and support to students who are engaged in active planning for Post-High School. The role will oversee a program of college visits for students in grades 9-11 and will provide leadership, direction and resources for CCP 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/career planning 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. The Coordinator must also be dedicated to promoting and increasing parent and family

involvement in the college application process. The Coordinator 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 post-secondary planning, including college access and matriculation and career/trade programming, as well as social emotional and leadership development
 - Develop for each student a comprehensive college/career timeline including a match college list/career and trade programming 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/career programming 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 as needed
 - 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/first year post-secondary students
 - Maintain contact with select post-secondary 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 the Chief of the Pathway, further develop and document 11th & 12th grade college and 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 Chief of the Pathway, manage existing/develop new partnerships with CBO's and other resources related to post-secondary planning, including college/university and career program personnel
 - Conduct data collection, assessment, and evaluation of program elements and program participants.
- *Miscellaneous*
 - Consistent 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 CCP/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 a plus

- Minimum of 3 years' experience and proven track record of successful in 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.
- Knowledge of and belief in strengths-based approach to youth development.
- 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.
- Willingness and ability to work non-traditional work hours when needed.
- 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.

Salary range: \$50,000- \$57,000

To apply, please send resume to apply@tenacity.org

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