



## Hyde Square Task Force | Education Success Coordinator

**Hyde Square Task Force (HSTF)** is an award-winning youth development organization based in the Hyde–Jackson Square area of Jamaica Plain/Roxbury, known as Boston’s Latin Quarter. Founded 30 years ago, HSTF now engages more than 700 youth ages 6–25 in college and career preparation, Afro-Latin arts and cultural enrichment, and community-building initiatives. In doing so, we ensure that youth have the

arts and educational opportunities they need and deserve in order to be successful, and that their voices and cultures are valued and celebrated in Boston’s Latin Quarter and beyond. Our work is guided by our mission: to amplify the power, creativity, and voices of youth, connecting them to Afro-Latin culture and heritage so they can create a diverse, vibrant Latin Quarter and build a just, equitable Boston.

**Position:** Education Success Coordinator, full-time, reporting to the Education Programs Manager.

**Job Summary:** The primary responsibility for the Education Success Coordinator is to support college students as a transitional coach, to ensure that they persist through college and eventually earn a degree. Through workshops and one-on-one coaching sessions, both at Hyde Square Task Force and on college campuses, they will work with students to set educational goals, balance their academic course load, and direct them to resources and supports to help them achieve their higher education goals. Additionally, the Education Success Coordinator will work as an integral member of the Jóvenes en Acción/Youth in Action team. They will work directly with students in grades 8-12 to ensure that they receive the necessary educational support to graduate from middle school and high school. Additionally, the Education Success Coordinator will work alongside the Education Programs Manager to cultivate partnerships and future opportunities for the Jóvenes en Acción and College Success programs.

*\*Please note, because of the changing nature of the COVID-19 pandemic, there will be a level of flexibility needed for this position as we may need to switch between in-person, hybrid, and/or fully remote programming.*

### **PRIMARY RESPONSIBILITIES:**

#### ***College Success Coaching (70%)***

- Recruit, support, and follow cohorts of college students to ensure that they stay on track to graduate college.
- Provide support for rising first-year college students to ensure fall matriculation, give students early access to remedial courses, and set students on the path to post secondary success.
- Provide college campus office hours for students attending UMass Boston, Bunker Hill Community College, Benjamin Franklin Institute of Technology, and other local colleges.
- Actively seek out resources for students such as employment opportunities, housing, and scholarships to ensure students stay in college.
- Provide a minimum of two touch points a month per college student to ensure college persistence.
- Utilize Salesforce database in order to track student success and generate reports.
- Co-facilitate all workshops and activities for the College Success Program.
- Represent Hyde Square Task Force at external monthly coaches meetings.
- Maintain partnerships with local high schools and colleges/universities.
- Co-develop and/or update curriculum for College Success Program.

#### ***Jóvenes en Acción (20%)***

- Support youth in reaching their academic goals, including monitoring grades and providing one-on-one help as needed for assigned grade(s).
- Help monitor small group and one-on-one mentoring sessions for assigned grades(s).
- Ensure that outcomes/goals for each mentoring session are met.
- Assist in the small group and one-on-one mentoring matches.
- Co-develop and co-facilitate skill development and education workshops (E.g. college and career options, good study habits, resume writing).
- Assist JEA youth with the college admission process, financial aid, and identification of scholarship resources.
- Assist in the coordination of educational and career opportunities (E.g. college trips, internships, career expos).

- Support volunteer recruitment for mentoring and tutoring.
- Assist in providing ongoing professional development for volunteers.

***Other Administrative Responsibilities (10%)***

- Ensure all necessary program data is collected.
- Submit all program data and reports in a timely matter.
- Attend and participate in weekly education, staff, and youth team meetings.
- Support all College Success and Jóvenes en Acción program activities.
- Support and participate in a variety of organizational activities (events, workshops, staff committees, etc.)

*The above list is not an exhaustive statement of every duty and responsibility required. Other duties may be assigned.*

**QUALIFICATIONS:**

- Bachelor's degree in education or a relevant field required.
- Bilingual in Spanish and English preferred.
- Two-year minimum experience in developing and implementing programs for urban youth required.
- Technical knowledge and experience in the areas of education, college advising, college and career readiness, the college enrollment process, and mentoring preferred.
- Strong project management, computer, and communication skills required.
- Comfort facilitating workshops and meetings via the Zoom platform.
- Must be able to travel around Greater Boston.
- Strong interpersonal communication skills and ability to facilitate small groups and workshops.
- Demonstrated ability to successfully work and communicate effectively and respectfully with youth, students, and adults of all cultural and socioeconomic backgrounds.
- Demonstrated ability to successfully work in goal-oriented team environment.
- Enthusiasm, positive sense of humor, ability to take initiative, and professionalism.
- Flexibility to work hours as program needs change (occasional weekends).
- Successfully pass CORI and SORI background checks.

**SALARY:** \$40,000 to \$45,000 commensurate with experience. Benefits include: medical insurance, parking, vacation time, personal days, paid holidays, sick time, 403(b) program, and a supportive work environment.

**HOW TO APPLY:**

Interested candidates must be authorized to work legally in the United States. Candidates should submit their resume and cover letter to [Crismely@hydesquare.org](mailto:Crismely@hydesquare.org). Please include the position, *Education Success Coordinator*, in the subject line of the email. **No walk-ins or phone calls please.**

*Hyde Square Task Force is an equal opportunity provider and employer. We value having a diverse staff who are representative of the community we serve and bring to our organization a variety of traditions, experiences, and points of view. Individuals of all backgrounds are strongly encouraged to apply.*