



## Hyde Square Task Force | Education Success Associate

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 in 1991, HSTF now engages close to 600 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:** The Education Success Associate is a contracted, part-time position (up to 25 hours per week through June 30th, 2023) that reports directly to the Education Programs Manager and must work primarily on-site. Anticipated schedule for the Winter/Spring sessions are as follows:

### Winter/Spring Sessions

Mondays 1:00PM - 6:00PM

Tuesdays 1:00PM - 6:00PM

Wednesdays 1:00PM - 6:00PM

Thursdays 3:00PM - 7:00PM (virtual possible)

No programming/work on holidays.

*\*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.*

**Job Summary:** The Education Success Associate works alongside the Education Programs Manager and Education Success Coordinator to support youth enrolled in our secondary program (Jóvenes en Acción) and postsecondary program (College Success). Both Jóvenes en Acción (JEA) and College Success provide academic and social-emotional support to young people so that they can maximize their postsecondary options and attain their educational and career goals. The Education Success Associate will identify youth’s immediate academic needs and opportunities by building relationships directly with JEA youth, as well as collecting and analyzing youth’s academic records. The Education Success Associate will match young people with volunteer tutors, oversee the day-to-day logistics of volunteer tutoring, and monitor youth’s academic progress. The Education Success Associate will also assist with planning for special events, research on education and career opportunities for youth, and outreach to current and prospective College Success participants.

### PRIMARY RESPONSIBILITIES:

- Support youth in reaching their academic goals, including monitoring grades and providing one-on-one help as needed.
- Provide a safe and engaging environment for youth to work on their academic or school-related tasks.
- Help monitor and facilitate small group and one-on-one mentoring and academic sessions.
- Ensure that outcomes/goals for each mentoring or academic session are met.
- Assist in matching youth with tutors, both in small groups and one-on-one.
- Support volunteer recruitment for mentoring and tutoring.
- Compile, maintain, and publicize a list of scholarship, internship, and employment opportunities for participants.
- Assist with scheduling, support and coordination of college visits for JEA participants.
- Support Education Programs Manager and Education Success Coordinator with day to day tasks for the College Success program (E.g. Milestone acknowledgements for students, care packages during finals, etc.).

### ADDITIONAL ADMINISTRATIVE RESPONSIBILITIES:

- Ensure all necessary program data is collected.
- Submit all program data and reports in a timely manner.

- Attend Education team meetings.
- Support other aspects of the Programs Department.
- Attend and participate in Hyde Square Task Force meetings, events, and activities as needed.

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

## **QUALIFICATIONS:**

### **Experience**

- Two or more years of professional experience working in a youth development program for urban youth.
- Demonstrated knowledge of creative youth development and/or positive youth development.

### **Skills**

- Able to engage youth enthusiastically while sparking imagination and creativity.
- Able to balance multiple priorities.
- Able to work independently and as part of a team.
- High computer literacy, including MS Office Suite, Google Suite, and Salesforce (preferred).
- Able to meet deadlines and ensure completion of projects on schedule.
- Excellent written and verbal communication skills.
- Bilingual English/Spanish preferred.
- Able to work and communicate effectively and respectfully with youth and adults of all cultural and socioeconomic backgrounds.
- Able to work with efficiency, flexibility, and good humor.
- Able to follow through on tasks reliably, accurately, and with attention to detail.
- Able to remain focused in the face of pressure, delivering against timelines without being intimidated by tasks/time limitations.

### **Personal Attributes**

- Must be passionate about HSTF's mission and impact.
- Commitment to equity and inclusion.
- Commitment to positive youth development or creative youth development.
- Punctual and reliable, with flexibility to work hours as program/organizational needs change (includes evenings and occasional weekends).
- Bachelor's degree in a relevant field or equivalent experience preferred. Candidates may also be pursuing a degree.

### **Other**

- Successfully pass CORI and SORI background checks.
- Must be authorized to work legally in the United States.

**PAY RATE:** Hourly wage of \$18 - \$25 an hour. Benefits include paid sick time, workers' compensation, and unemployment insurance. Medical and Dental insurance not included.

**HOW TO APPLY:** Interested candidates must be authorized to work legally in the United States. Candidates should submit their resume, cover letter, and 3 references to [brittney@hydesquare.org](mailto:brittney@hydesquare.org), and should include "Education Success Associate" in the subject line. **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.*