



Hyde Square Task Force | Education Success Coordinator

Hyde Square Task Force (HSTF) is an award-winning creative 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 500 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 mission guides our work: 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, a full-time position, reporting to the Education Programs Manager.

Position Overview: The Education Success Coordinator is primarily responsible for supporting youth in our Jóvenes en Acción (JEA) and College & Career Pathways programs to achieve their academic, career, and personal goals. Drawing on cultural wealth and positive youth development models, the Education Success Coordinator provides high-quality instruction and individualized coaching to youth and young adults. They are responsible for the planning, implementation, and administration of the mentoring and academic support components of our JEA and College & Career Pathways program. The Education Success Coordinator represents HSTF at external meetings with allied organizations, coalitions, forums, and networks that reinforce and promote HSTF's mission and programmatic goals. This position reports directly to the Education Programs Manager and frequently collaborates with the Education Team, including a second Education Success Coordinator. They are also integral to Hyde Square Task Force's Programs Team, working collaboratively with all team members to ensure JEA and College & Career Pathways youth receive the support they need to thrive. This is an excellent opportunity to engage directly with youth and young adults while contributing to curriculum development, data analysis, and partner relations.

This position is based at Hyde Square Task Force in Jamaica Plain. Travel throughout Boston to college campuses, partner meetings, and special events is required approximately once per week. The position includes in-person and remote/hybrid responsibilities, with limited opportunities for remote work. Evening and occasional weekend hours are required.

Core Responsibilities:

- Co-lead the mentoring component of our Jóvenes en Acción and College & Career Pathways programs, designing and facilitating curriculum and workshops for youth in grades 8, 9, & 11 (weekly) and recent high school graduates (monthly)
- Support youth as they plan, pursue, and persist in their academic and career goals through outreach and one-on-one coaching for approximately 60 College & Career Pathways youth/young adults
- Build and sustain strong relationships with youth, volunteers, and partner organizations to create and sustain robust support networks for program participants
- Maintain administrative records (attendance, information on academic and career milestone completion, participant contact information, etc.) to ensure full compliance with internal and external reporting requirements
- Collect, monitor, and analyze participant data, from transcripts to feedback forms to self-evaluations, to inform programmatic decisions

- Support recruitment efforts for participants and volunteers through outreach and in-person events, and assist with organization-wide efforts and events as needed

Qualifications:

We're seeking candidates who excel in building and maintaining positive relationships with youth, engaging young people through clear and compelling educational activities, collaborating across teams, and holding themselves and others accountable to shared goals. Applicants should have:

- Demonstrated experience in active listening and active learning, both in group and one-on-one environments.
- A track record for reliability, accuracy, and good judgment, especially when balancing multiple priorities and working under time pressure.
- Experience communicating and collaborating with youth and adults across different cultural and socioeconomic backgrounds.
- A demonstrated commitment to Latinx educational practices, positive youth development, cultural wealth, and/or culturally responsive pedagogy.
- Fluency in Spanish, knowledge of Greater Boston's secondary and postsecondary educational & vocational landscape, and knowledge of Salesforce are all desirable but not requirements.
- Two or more years of professional experience and/or a relevant associate's or bachelor's degree, with specific experience in youth instruction, culturally relevant curriculum design, staff or volunteer supervision, and classroom and group management.
- *Note: Successful CORI/SORI background checks and authorization to work legally in the U.S. are required for this position.*

Salary: \$45,000 to \$55,000 commensurate with experience. Benefits include: medical and disability insurance, parking, vacation time, personal days, paid holidays, paid week off December 24th - January 1st, sick time, 403(b) program, and a supportive work environment.

How to apply:

Interested candidates should submit their resume, cover letter, and the contact information for 3 references on or before May 31, 2023 to EducationTeam@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.