POST-SECONDARY PROGRAM COORDINATOR
SUMMER SEARCH, PHILADELPHIA

While young people from low-income communities – who are disproportionately young people of color – face systemic inequities in school, in the workforce, and in life, they possess unique strengths, resilience and tremendous potential. When provided with support and resources, these young people fulfill their potential and achieve success in school, work, and life.

Through a combination of mentoring and transformative experiences, Summer Search supports young people to successfully transition from adolescence into adulthood. We aim to unleash the potential of our young people while also building a toolkit for navigating and challenging systemic barriers to higher education and career opportunities.

THE OPPORTUNITY
Summer Search Philadelphia is seeking a Post-Secondary Program Coordinator to advise program participants as they plan for, transition into, and progress through their first year of their chosen post-secondary pathway, whether college, a vocational track, a gap year program, or joining the military or workforce. The Post-Secondary Program Coordinator is a dynamic and exciting role that plays a central role in supporting participants in transitioning into their post-secondary path by developing and implementing plans that are specific to each cohort's needs and strengths.

Reporting to the Director of Post-Secondary, this hire will join a team of knowledgeable youth development professionals with a passion for innovation, equity, professional growth, and wellbeing.

WHAT YOU’LL DO
The Post-Secondary Program Coordinator will build relationships with and provide direct, 1:1 support to a caseload of 40 - 60 participants throughout the junior and senior year of high school through the end of their 1st year of post-secondary. Specifically, this hire will:

Deliver Post-Secondary Access Programming (50%)
- Support research and selection of best-fit college choices and/or alternative pathways post high school graduation, for example, military, gap year programs, apprenticeships, entrepreneurship, or entering the workforce.
- Facilitate college access practical supports (i.e., college applications, financial aid, post-high school planning, career exploration)
- Prepare and deliver college planning and financial aid workshops for students and their families.
• Organize and schedule visits with colleges and universities (virtual and in-person)

• Collaborate with the High School and Post-Secondary teams in which to identify and address how to best support each student towards post-secondary success.

**Deliver Post-Secondary Programming (35%)**

• Apply the Summer Search mentoring model to coach participants to navigate challenges and focus on problem-solving, particularly around situations commonly faced by students, who are entering colleges/universities as they might be the first family member to do so.

• Advise students on academics, financial aid and cash management, engagement on campus and in the community, and career exploration, as well as providing access to other resources as necessary.

• Prepare participants to independently navigate support offered on college/university campus and through Summer Search.

• Create a sequence of workshops/events that support post-secondary outcomes related to educational attainment, career readiness and financial well-being.

• Use Salesforce to record contact with participants and their progress on a regular basis toward/in a post-secondary pathway, analyzing data to adapt approaches and supports, as needed.

• Incorporate Summer Search CONNECT, our digital platform, into your daily work and encourage students to engage in the platform.

**Contribute to and Support Program Development and Delivery (15%)**

• With support from the Director of Post-Secondary, lead student engagement efforts for post-secondary programming

• Build relationships with HBCU/HSI institutions and professional organizations to increase awareness of Summer Search

• Support the implementation of the transition program and the delivery of enhanced college access/success curriculum.

• Participate in event planning and/or attend program events

• Participate in training opportunities related to the field of college access/success and other alternative pathways post high school graduation.

• Support or coordinate special projects, as needed

**WHO YOU ARE**
All Summer Search staff bring a commitment to our mission of unleashing students’ potential through mentoring and transformative experiences, as well as the ability to thrive in an environment that values excellence, gratitude, well-being, diversity, authenticity, and collaboration.

Additionally, the Post-Secondary Program Coordinator will bring:

- **EXPERIENCE:** At least 2 years of professional experience in post-secondary education, college access/success, admissions, or a related field required, preferably with knowledge of alternative pathways and/or Philadelphia post-secondary institutions. Experience working with student populations served by Summer Search (e.g. low-income families, students of color, LGBTQIA+, English Language Learners, and diverse religious, cultural and ethnic backgrounds) is strongly preferred. College counseling or advising certification a plus.

- **COMMUNICATIONS EFFECTIVENESS:** Well-developed communications skills, with an ability to comfortably facilitate group presentations and to articulate thoughts and ideas across various audiences, cultures, and mediums.

- **CRITICAL CONSCIOUSNESS:** Demonstrated awareness and understanding of systemic and institutionalized racism facing communities of color, and the historical context of privilege and power in America, with sensitivity and humility in engaging youth around these topics.

- **ACCOUNTABILITY:** Takes responsibility and holds self accountable to processes, actions, and commitments to results that drive high-quality outcomes for students. Is responsive to needs of stakeholders such as program participants, external stakeholders, and staff members.

- **TECHNOLOGY SKILLS:** Proficiency in detailed data tracking and management; experience using Salesforce or a similar database is a plus.

- **LANGUAGE SKILLS:** Bi-lingual English/Spanish a plus.

**LOCATION AND OTHER REQUIREMENTS**

This position is currently a hybrid role with three days a week of employee’s choosing in the office. Some weekend and evening events may be required.

Summer Search requires all its staff be vaccinated against COVID-19. Employees who are unable to be vaccinated due to a medical reason or sincerely held religious objection may be able to qualify for an exemption, consistent with state and federal law.

**OUR BENEFITS**

We are committed to staff learning, growth and development. Our investment includes:

- Competitive and transparent salaries. This is a non-exempt position with an hourly pay range of $25.54—27.46 per hour equivalent to $49,806 - $53,553 annually. The hiring manager works with the Talent Team to place all hires appropriately within the band. We strive to maintain internal equity in compensation, while also considering prior experience.
• Medical insurance with up to 90% employer contribution
• Dental, vision, FSA, life and disability insurance plans
• 401 (K) and Employer Match up to $2,000 annually
• Generous time off including 15 vacation days, 10 sick days, and 18 holidays (2 floating holidays of your choice, a birthday day-off, 10 company-wide holidays, and a 1-week December closure).
• Individual, local, regional and national training
• A commitment to developing leaders from within the organization
• An organizational culture that supports staff well-being and holistic self-care/community care
• Ample opportunities to connect with the students and communities we serve

OUR COMMITMENT TO EQUITY, DIVERSITY, AND INCLUSION

With a staff that cares deeply about social justice and racial justice, we believe that diverse perspectives and backgrounds create a rich work environment and enhance our ability to pursue our mission. We are committed to building an organization with raised consciousness in order to impact how we work with students, as well as how we work together as a team. We hope you will join us as we continue to build a justice-centered organization that fosters a work environment where people from all backgrounds are welcomed and valued.

TO APPLY

Click here to submit a resume and targeted cover letter, addressed to Sylvia McKinney, Philadelphia Executive Director, that answers the question, “Why are you interested in the Post-Secondary Program Coordinator opportunity at Summer Search?”

SUMMER SEARCH IS AN EQUAL OPPORTUNITY EMPLOYER.