

## Summer Programs Coordinator & Special Projects

### Summary

The primary responsibility of the Summer Programs Coordinator is to ensure that 100% of all 9-11<sup>th</sup> graders are placed in and matriculate to one of three summer program tiers (Pre-College, Internship, Enrichment). The Summer Programs Coordinator will work with our scholars and their families throughout 9-11<sup>th</sup> grades to match them to summer experiences that cultivate their interests and passions. The Summer Programs coordinator supports 9-11<sup>th</sup> graders through every phase of the summer programs application process including but not limited to determining admissibility for specific programs, matching scholars to appropriate programs, supporting their completion of high-quality essays and financial aid applications, preparing them for interviews, and determining all necessary steps to matriculate to summer programs. The ideal candidate is skilled at building strong relationships with students and families. In addition, strong candidates are creative problem solvers that have an entrepreneurial spirit, are systems-driven, highly-organized, relentless, and have impeccable follow-through. The ideal candidate will also possess research, networking, and communication skills for recruiting and retaining high-quality internships and pre-college program spots that best position our scholars to be competitive for the top colleges and support early awareness experiences of life beyond high school. In order to meet the ambitious goals, an ideal candidate must also plan carefully in order to ensure strategic use of time and resources. The Summer Programs Coordinator will report directly to the Dean of College.

### The Summer Programs Coordinator's responsibilities include:

- **Summer Programs Placement and Application Process for 9-11<sup>th</sup> graders**
  - Support and guide all 9-11<sup>th</sup> grade students and families through each step of the summer programs placement and application process including but not limited to application essays, financial aid paperwork, interview preparation and execution, and financial aid support
  - Work closely with the AF College and Alumni Report Card to meet all deadlines and goals related to summer programs
  
- **Building Relationships with Students and Families**
  - Plan and lead workshops for parents on key topics (summer programs requirements, financial aid planning, matriculation to and completion of summer programs, workplace norms, etc.) related to the summer programs process
  - Partner with and invest parents and students in understanding the different application requirements and deadlines, associated with different summer programs and the impact that the summer program experience has in supporting students to cultivate interests, best position a student for competitive college admissions, and build a resume that tells their story to colleges
  - Write and manage the collection of letters of recommendations for all students who need letters of recommendation for summer programs, including providing professional

development and coaching for the Letter of Recommendation writing process for all teachers.

- **Partnership Relationship Development**
  - Contact and meet with program representatives to build positive relationships and market AF and AF applicants
  - Recruit and retain partnerships, annually, to secure guaranteed spots in both pre-college and internship experiences
  - Become familiar with the academic and social environments at the various summer programs scholars attend in an effort to recommend suitable matches Develop and maintain a robust network of summer programs contacts through regular communication that best support first generation, low- income college students
  
- **College Department Team Member & Special Projects Planning**
  - Assist with the administration of the SAT assessments (PSAT and SAT)
  - Attend and plan an overnight college trip for all students
  - Plan and coordinate key events for the college team (NOTE: This may include a Summer Programs Fair, Career Day, etc.)
  - Support the college counselors with aspects of the fall senior college application process
  - Work with other members of the school-based college team to ensure alignment of college process and collect feedback from College Counselors about the influence of summer programs
  - Additional duties as assigned, depending on school site
  
- **Other School-Based Responsibilities:**
  - Participate in school-wide professional development, grade-level teams, and school-specific duties
  - Support and participate in school-wide activities and programming

#### **QUALIFICATIONS:**

The ideal candidate for this position will possess the following:

- Bachelor's Degree from an accredited four-year educational institution
- Previous experience in either working in high schools and/or managing complex projects

#### **Skills and Mindsets:**

- Ability to work urgently in a fast-paced and results-oriented environment
- Ability to juggle multiple tasks with various moving components, long term projects and initiatives at once
- Detail-oriented and self-directed, with relentless accountability to deadlines, internal and external
- Strong analytical and written communication skills
- Initiator, problem-solver, and creative thinker
- Ability to maintain emotional control under stress
- Proficiency with all MS Office programs including: Word, Excel, PowerPoint and Outlook
- An ability to work well with students, their families and the entire Achievement First Staff

- Belief in and commitment to the mission and core values of Achievement First Public Charter Schools
- Openness to giving and receiving frequent feedback
- Demonstrated ability to work on a team
- A dedication to learn, grow, and develop as a professional

**To Apply:**

Please visit the Achievement First careers site at <http://www.achievementfirst.org/careers/>.

Achievement First is an equal opportunity employer. People of color and individuals from diverse backgrounds are encouraged to apply. Learn more about diversity and inclusion at Achievement First at <http://www.achievementfirst.org/about-us/diversity/>