



Title: Postsecondary Success Coach

Reports to: Lead Postsecondary Success Coach

EMBARC BACKGROUND:

Embarc's mission is to cultivate post-secondary success by inspiring students to build their social capital, stretch the boundaries of their neighborhood, alter their world view, and seize opportunities in school and life. Embarc is regarded as one of the most exciting nonprofits in Chicago that specializes in combining a robust curriculum with immersive, hands-on learning experiences that connect students to multiple sectors of the Chicago community to drive academic skills and close the opportunity gap.

Since inception in 2010, Embarc has served nearly 8,000 students who have achieved an average 95% graduation rate and 90% overall postsecondary success. Embarc has grown from serving 25 students in 2010 to nearly 4,000 students in the 2021-2022 school year in 20 high schools across Chicago Public Schools (CPS).

THE POSTSECONDARY SUCCESS COACH:

Embarc is seeking a driven, passionate and analytic team member with experience in post-secondary counseling and support to grow and implement its postsecondary vision. One of Embarc's top priorities for growth is to enhance postsecondary supports for Embarc students and alumni and to create a systematic approach to ensuring success in all postsecondary pathways. Postsecondary Success Coach plays a critical role in Embarc's goal of 90% college enrollment and 100% career preparation and self-sufficiency. The Postsecondary Success Coach is responsible for guiding and supporting Embarc's postsecondary vision, which includes ensuring students are on a path towards independence and self sufficiency, partnering with key organizations to ensure student success, supporting the implementation of Embarc's College and Careers Curriculum, and supporting Embarc alumni.

KEY RESPONSIBILITIES:

Postsecondary and Teacher Support (50%)

- Provide informed, supportive postsecondary support to students in one on one, whole group, or small group settings
- Conduct quarterly meetings with teachers around curriculum and student support.
- Support teachers in the curriculum and help to problem solve issues that arise.
- Support Postsecondary Leadership Teams in planning and implementing school wide efforts
- Plan and facilitate meaningful, relevant professional development for teachers related to postsecondary pathways, Embarc curriculum, SEL support in the postsecondary space, and other areas that are essential to the development of teacher practice
- Develop a deep understanding of each school's climate and culture, existing postsecondary supports and structures in an effort to provide the most effective and relevant support for each school
- Design and implement relevant, ever-evolving postsecondary focused curriculum that spans grades 9-12

to ensure that students are receiving quality instruction and support throughout their entire highschool careers

Program Implementation and Success Tracking (35%)

- Collaboratively drive the vision and execution of Embarc's postsecondary success model
- Managing key partnerships with other post-secondary success programs and
- Ensure Embarc alumni successfully transition into postsecondary pathways outlined in their concrete plans
- Collaboratively develop alternative post-secondary pathways for non-traditional college-going students and partner with various organizations to build tools to counsel students on most viable alternate success options
- Support the implementation of Embarc's college and career curriculum in sophomore, junior and senior Embarc classes
- Use internal tools to manage all postsecondary data
- In collaboration with Coaches and Embarc teachers, ensure all postsecondary benchmarks are met by all Embarc students including college applications, FAFSA, enrollment, scholarship applications, etc.
- Assist in maintaining contact with alumni
- Present real-time data to Embarc team as needed or as requested
- Develop and maintain a database of support services for students covering various topics such as housing, job placement, government services, etc.

Collaborative Engagement with Embarc Team & Mission (15%)

- Participate and actively engage in team meetings, coach/Program Manager pair meetings, and other staff meetings
- Demonstrate a collaborative nature and eagerness to learn from others within Program Management team and throughout the organization
- Demonstrate a growth mindset and an eagerness to ideate, test, reflect, and learn from past performance
- Demonstrate a desire to want to continuously improve the educational and postsecondary experience for young people through an insistence on impactful, organized, and well-developed support structures

Skills, Experience & Competency:

- Hold at least a Bachelor's Degree from an accredited college or university
- A minimum of 3 years experience as a high school counselor, postsecondary service provider, high school teacher, or college counselor
- Extensive knowledge of the college application process and financial aid process including a knowledge of requirements, forms, and college opportunity programs
- Extensive knowledge of financial, academic, and social skills necessary to be successful in college
- Have previous experience/knowledge of curriculum implementation, standards alignment, and data analysis
- An extremely high level of personal responsibility with exceptional goal orientation and a proven track record of success
- Experience executing projects to meet and exceed ambitious goals
- Meticulous attention to detail, record keeping, and organizational skills with an ability to manage multiple tasks

- An ability to anticipate project needs, discern work priorities, and meet deadlines with little supervision
- Exceptional electronic, oral, and written communication skills and the ability to provide constructive feedback
- Familiarity with Google Calendar, Google Docs, Google Sheets, Microsoft Word, and Microsoft PowerPoint
- The ability to work with a variety of people with different backgrounds and experiences
- A willingness to work occasional nights and weekends

OTHER REQUIREMENTS

Postsecondary Coach is required to make off-site visits to Embarc's various school and partner sites. With this in mind the Postsecondary Coach must have his/her own means of transportation and a valid driver's license.

TO APPLY:

Interested candidates must submit a cover letter and resume at fmiller@embarcchicago.org to be considered.

Embarc is an equal opportunity employer. Embarc evaluates applicants for employment on the basis of qualifications, merit, and work related criteria without regard to race, color, religion, sex, national or ethnic origin, age, sexual orientation, mental or physical disability, pregnancy, childbirth, medical condition, marital or familial status, family responsibilities, veteran status, personal appearance, political affiliation, matriculation, or any other characteristic protected by law. All applicants will receive consideration for employment regardless of such status. Please note all offers of employment are subject to and contingent upon the successful completion of a background check.

VACCINATION POLICY

Embarc requires all employees be fully vaccinated for Covid-19 by the official start date of employment.

APPLICATION PROCESS

When applying for employment at Embarc, candidates should expect to participate the following process:

- Phone interview - 30 minutes
- Work sample request with 5 business day turnaround time
- In person interview - 60 minutes
- Field experience or virtual text discussion - 60 or 90 minutes
- Reference check

We reserve the right to add to this process at our discretion depending on the position and the number of applicants.