



## Education Coordinator JOB DESCRIPTION

**Position:** Education Coordinator

**Reports to:** The International Education Director

**Supervises:** Academic Advisors

**Summary/Description:** The Education Coordinator manages CSIE's high school education programs and services to ensure that youth successfully graduate and transition out of high school. The role involves providing educational advocacy and 1:1 support to youth and families to support them to achieve their education goals, as well as supervision of the education programs and services, including college preparation. The Education Coordinator manages relationships with academic and college prep volunteers, who work in a 1:1 capacity with high school youth.

**Responsibilities:** The responsibilities include but are not limited to:

### Coordinate and Lead Education-Based Programs

- Oversee development and implementation of a comprehensive Work-Study program that provides enrichment and academic support in a youth-friendly setting.
- Collaborate with CSIE staff around the implementation of programming to expose and prepare students for post-secondary options.
- Supervise the development of workshops, events and trips that will support, inspire, and inform youth about the skills needed to pursue higher education and other opportunities (trips, panels, and college/university tours/fairs).
- Oversee the college application process for college-bound youth.
- Coordinate with external partners to connect youth with relevant resources (IELTS, TOEFL, TOEIC courses, college prep mentors, additional tutoring, school/placement visits, etc.).
- Oversee parent workshop series on post-secondary options and prep.

### Supervision

- Supervise Academic Advisors (2-3) to lead the Work-Study and College/University Prep programs.
- Plan and lead education-focused team meetings.
- Participate in high school team meetings, case conferences and work with the team to reach overall RHI goals for high school members.
- Maintain detailed records in Salesforce.

- Create reports on outcomes and participation and progress toward program goals.

### **Coordinate Volunteers**

- Coordinate with and prepare volunteers to work with students in an academic capacity (college mentors, volunteer tutors, etc.).
- Develop schedules for volunteers and match with youth.
- Communicate actively with volunteers about responsibilities and logistics related to work at CSIE.
- Participate in volunteer training and orientations as needed.

### **Skills, Knowledge and Abilities:**

- Knowledge of Cambridge Bilingual education and Learning, including special education, IEPs, and local and citywide educational resources.
- Two to three years of experience working in college prep with students living in under resourced communities.
- Knowledge of alternative post-secondary pathways and excited about an integrated approach to post-secondary preparation.
- Strong communication skills, both written and verbal.
- Program implementation and program development experience.
- Demonstrated attention to detail, with a strong ability to keep accurate records and statistics.
- Ability to work independently and maintain confidentiality.
- Willingness to collaborate on projects and work with a team.
- Must be enthusiastic about community-based work and youth development.

### **Education and Qualifications:**

- Bachelor's Degree; Master's related to education.
- At least 2 years of experience providing case management and/or related services.
- At least 1 year of staff supervision experience or teaching experience.
- Bilingual (English/French) preferred.