



Early High School Advisor (Boston)

About Us and Our Philosophy

Breakthrough Greater Boston (BTGB) is a transformative college access and teacher training program. BTGB offers six years of academic enrichment and college preparation to middle school and high school students with high potential but limited opportunities. Simultaneously, BTGB recruits, trains, and inspires a diverse cohort of high achieving college students to become the next generation of urban teachers. Leveraging a Students Teaching Students model, BTGB provides engaging, tuition-free academic programming during the summer and after school. Our students gain the skills and motivation to succeed in rigorous high school courses and, ultimately, in college. Meanwhile, our teachers gain hands-on experience, research-based training, and coaching from professional educators.

Over the past eight years, 97% of our graduating students have matriculated to college, and 82% of them have persisted through their undergraduate years. On average, more than 70% of our graduating teachers have gone on to pursue careers in education. After two decades of success at our original Cambridge site, BTGB embarked upon a significant program expansion and opened a second site in Boston in the summer of 2013. Breakthrough launched programming in its third city, Somerville, during the summer of 2018. As an independent 501c3 nonprofit Breakthrough Greater Boston is part of a national educational movement called The Breakthrough Collaborative working to improve educational outcomes for youth across 25 U.S. cities.

With a deep commitment to our mission, BTGB operates with the highest standards of integrity, and best practices, while also enjoying the ability to be innovative and flexible to meet the evolving needs of our students, families, and teachers. Our team is diverse, high-performing, and dedicated. We continue to build an organizational culture that emphasizes our core values for every member of our community:

- **Spirit:** We cherish and embody the youthful energy and spirit of our students and teachers
- **Continual Learning:** Everyone in our community has something to learn and something to teach
- **Team Together:** We all chip in to accomplish whatever is needed for our teammates and the broader organization
- **Student Centered:** Our students are our first priority and our decisions center around what benefits our students
- **Equity and Opportunity:** We value diversity of identity, background and thought. We treat everyone with dignity and respect
- **Excellence in Everything:** We maintain high expectations for ourselves

Breakthrough Greater Boston encourages individuals of all backgrounds to apply for this position, and we do not discriminate on any basis prohibited by applicable law. We celebrate the diversity of our world and our community, and we seek to build a team that reflects that diversity in every way.

We welcome and encourage all qualified applicants who share that same vision, as we wish to engage all those who can contribute to our work and this mission.

The Opportunity

Breakthrough Greater Boston is currently seeking an Early High School Advisor (EHSA) for our Boston Campus to guide Breakthrough's students and families during years three and four of their six-year Breakthrough journey. The EHSA will be the primary staff member responsible for advising and supporting 9th and 10th grade students as they make the critical transition from middle to high school and work towards their academic and college-related goals. The right candidate will bring a passion for advising young people academically and social emotionally as they navigate their path to college. They will blend data-informed case management and effective relationship building with schools and other partners in order to identify, track and follow up on the unique supports needed by individual students to help them achieve their goals. The EHSA works closely with other members of a dynamic thirteen-person Program Team and reports directly to the Senior Director of High School Programs.

Position Outcomes

A successful Early High School Advisor will:

- Develop and maintain meaningful relationships with BTGB's 9th and 10th grade students, supporting their academic and personal growth as well as their social emotional well-being
- Maintain positive, regular communication with students' families, nurturing healthy, trusting relationships and collaboratively ensuring students' success
- Demonstrate persistence and creativity in outreach to students and families with the ultimate goal of helping students stay connected and engaged throughout their Breakthrough journey
- Collaborate with other Program Team members to create a seamless layer of support for students and families during Breakthrough's six-year program

Your Contribution

In this exciting role, you will be responsible for the direct services and supports for Breakthrough's 9th and 10th grade students and families at our Boston campus. Specifically, you will:

Student and Family Support

- Serve as primary advisor for caseload of up to 60 students at BTGB's Boston campus; provide consistent, tailored support during one-on-one interactions and throughout BTGB's programming
- Champion students by nurturing individual student strengths and providing timely, appropriate interventions and resources as needed to ensure students are safe and successful
- Build strong relationships with families through individual conferences, presence at BTGB events, and regular phone and email contact throughout the year
- Collaborate with team members to execute key 9th and 10th grade programming, including Leadership Academy, Study Hall, and the Summer Exploration and Opportunities Program
- Actively research and maintain knowledge of summer and school year opportunities for early high school students; connect students with opportunities that match their unique interests and needs as part of Breakthrough's Summer Exploration and Opportunities Program
- Oversee students' transition from Breakthrough's 8th to 9th grade programming and 10th to 11th grade programming

Partnership and Data Management

- Maintain positive, frequent communication with partner school staff members as well as representatives from other local youth serving organizations to collaboratively ensure our students' success
- Conduct guidance counselor check-ins each semester to further inform individual supports for students and identify additional enrichment opportunities
- Oversee collection and analysis of 9th and 10th grade student academic records including report cards, progress reports and Individualized Education Plans
- Ensure accurate and effective data collection and analysis through the daily use of our Salesforce student database to inform programmatic decision making and advance students' success

Your Background and Qualifications

As the incoming Early High School Advisor, you will possess many, though perhaps not all, of the following characteristics and qualifications:

- Passion for the mission of BTGB, closing opportunity gaps, and training the next generation of urban teachers; prior experience with Breakthrough a plus
- Experience with and excitement for working one-on-one and in small groups with traditionally underserved students, preferably in grades 8-10
- Desire to become part of Breakthrough's three-city community and to immerse oneself in the Boston Campus
- Outstanding interpersonal skills with students, families, and educators, including a great sense of humor
- Team player who demonstrates a positive attitude, energy, and dedication to collaboration
- Commitment to the use of data to inform practice with young people; strong organizational skills and attention to detail
- Flexible schedule that allows for the ability to meet with students and families, including Saturdays and evenings
- Candidates of color and those from low-income backgrounds are strongly encouraged to apply as are those with fluency in Spanish and/or Haitian Creole
- Familiarity with Boston Public Schools a plus
- Bachelor's degree required
- Driver's license strongly preferred

How to Join Our Team

If you are interested in learning more about how your passion and experience can help Breakthrough meet its mission and grow its impact, please email a resume with a **thoughtful and targeted cover letter**, outlining how your skills and experience meet the qualifications of the position and stating how you heard about this opportunity and addressed to Ameer Naik, Senior Director of High School Programs, at jobs@btgbmail.org.

Applications will be reviewed on a rolling basis. Learn more about Breakthrough Greater Boston at www.breakthroughgreaterboston.org.