



ORGANIZATIONAL OVERVIEW

About Us and Our Philosophy

Breakthrough Greater Boston (BTGB) is a transformative college access and teacher training program. BTGB offers ten+ years of academic enrichment, college preparation to middle school and high school students with high potential but limited opportunities, and college persistence and success supports to our students. 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.

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 community, and we seek to build a team that reflects that diversity in every way. We welcome and encourage all qualified applicants who share our vision, as we wish to engage all those who can contribute to our work and mission.

The Opportunity

Breakthrough Greater Boston is currently seeking a highly motivated and talented College Success Associate. This person will support students transitioning from high school to post-secondary education opportunities by conducting one-on-one meetings to review academic progress and financial aid stability. The transition from high school to post-secondary education is often challenging for students and families. The goal is to assist students in navigating this transition and helping them reach their career goals. The College Success Associate will work closely with the Senior Director of High School and Post-secondary Success.

Position Outcomes

A successful College Success Associate will work closely with the Senior Director of High School and Post Secondary Success to:

- Oversee the student transition from high school to post-secondary education. This includes but is not limited to 4-year colleges/universities, community college, trade programs, and military.
- Serve as the point person for college students, in helping them navigate the challenges of post-secondary education.
- Build connections with local colleges and key administrators to better support and understand the resources available on various campuses.
- Build strong relationships with students and families to provide a safe environment to conduct one-on-one meetings.
- Be an active member of the Breakthrough community by being an active participant in Breakthrough events.

Your Contribution

Student Support

- Connect college students to resources on their campus that will support their academic and financial needs.
- Meet with students virtually and in person during key times of the year to provide individualized support that aligns with the student's goals.
- Oversee alumni engagement and manage events that bring the alumni community together.

Partnerships

- Build relationships with key administrators at local college to be able to seamlessly connect students to campus resources
- Participate as a member of the Breakthrough Greater Boston Alumni Committee.
- Collaborate with the College Access team during key events to build rapport with future caseloads.

Data Management

- Oversee the collection of data and maintain accurate records on student progress towards graduation.
- Be able to properly analyze data and report trends within your caseload to identify areas of growth.
- Maintain detailed notes on meetings with students and families to provide consistent and individualized supports.

Requirements

- Valid driver's license with access to transportation to travel between college campuses.
- Bachelor's degree in education, school counseling, college advising, or related field.

YOUR BACKGROUND AND QUALIFICATIONS

As the incoming College Success Associate, 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
- One to two years of experience working directly with underserved students, preferably in grades 11 through first year of college, ideally supporting students who will be first generation to college
- Knowledgeable about college admissions and financial aid processes
- An unwavering commitment to equity, in deepening your personal understanding and in advancing our collective work
- Outstanding interpersonal and communication skills
- Superior organization and project management skills
- Ability to work on multiple projects, adjust quickly to shifting priorities, meet deadlines, exercise good judgment and handle high-pressure situations
- Exceptional written and verbal communication skills with the ability to interact effectively with a variety of audiences
- Team player who demonstrates a positive attitude, sense of humor, energy, entrepreneurial spirit and dedication to collaboration
- Prior experience with Breakthrough model highly desirable; familiarity with partner schools and colleges a plus
- Flexibility that allows for periodic work on Saturdays and evenings
- Candidates of color and those from low-income backgrounds are strongly encouraged to apply as are those with fluency in Spanish, Haitian Creole, Amharic, Somali, Arabic, Bengali, Hindi, Tigrinya or Urdu
- Bachelor's degree in education, school counseling, college advising, or related field.

COMPENSATION

Breakthrough Greater Boston offers a competitive compensation package and is deeply committed to pay equity and transparency. The salary range for this position is **\$59,500-65,000**. Breakthrough Greater Boston makes an offer based on relevant years of experience and does not negotiate salaries.

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 submit your resume and 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. Applications can be submitted to Oneda Horne, Co-Executive Director at jobs@btgbmail.org.

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