

# F<sup>1</sup>IRST GRADUATE

## JOB ANNOUNCEMENT

### PROGRAM COORDINATOR, MIDDLE SCHOOL

Founded in 2001, First Graduate's mission is to help students become the first in their families to graduate from college ready to pursue careers that are meaningful to them. Through a combination of academic support and instruction, high school and college counseling, individualized coaching, and career exploration, First Graduate engages young people from 7<sup>th</sup> grade all the way through their college graduation. We provide our students with the long-term support that their more well-off peers receive so that they can become competitive high school and college candidates.

#### **Position Overview**

The First Graduate Middle School Program Advisor will oversee the implementation and evaluation of First Graduate middle school programming for 65-85 students (7<sup>th</sup> and 8<sup>th</sup> graders) at the First Graduate partner middle school sites. They will also supervise and oversee the work of First Graduate college interns, who will be coaching middle school students individually, leading small group activities/discussions, and providing homework support. Reporting to the Middle School Program Manager and working closely with other members of the First Graduate team, the Middle School Program Advisor must possess excellent communication, problem-solving, and project management skills. The ability to stay organized and support multiple students as well as multiple projects is a must.

Our organization follows a hybrid work structure where employees can work remotely or from the office, as needed, based on demands of specific tasks or personal work preferences. The Middle School Program Coordinator position generally requires three days with in-person, school-based responsibilities. However, the programming schedule often requires additional attendance at in-person events, such as workshops or presentations.

#### **Specific Responsibilities**

##### ***School Site Partnerships***

- Support school site partnership by acting as the lead contact with school administration, faculty, and after-school programming
  - Coordinating logistics around First Graduate's after-school programming and events at partner schools
  - Facilitate/support the recruitment of the next cohort of First Graduate students in the fall/spring
- Support First Graduate collaboration with school administration, faculty and other after-school programming partners
- Support school programming partners around activities that promote a college going culture at partner schools

### ***Program Design, Planning and Implementation***

Oversee some planning and implementation of:

- Design, plan, and implement curriculum for 3-4 First Graduate sessions per week, including advisory sessions and after-school program
- High School, College, and Career workshops for 7th and 8th grade students
- Aid students in the High School application process
- Bi-monthly workshops for middle school families
- Field trips to companies, colleges, and high schools
- Recruitment activities, including student and parent presentations, workshops, and interviews
- Program evaluation, including collecting program data, assessing effectiveness of the First Graduate Middle School Program, and facilitating changes to program design as necessary.
- The quarterly middle school newsletter, providing updates to families throughout the year
- A college intern program where interns coach 7th and 8th graders around goal-setting and exploring career, college, and high school interests

### ***Personnel Management***

- Supervise and support 1 to 2 college interns as they conduct weekly check ins with students and lead discussions around high schools, colleges, and careers
- Conduct weekly check ins with 1 to 2 interns around student concerns, goals, and progress with the high school application process
- Act as the First Graduate point person for First Graduate volunteers at partner school sites
- May support in the hiring process of new First Graduate employees

### ***Coaching/Advising***

- Support 35-45 7th and 8th grade middle school students
- Help students assess their own academic strengths and weaknesses and set their own short and long-term academic goals
- Counsel students and their families to consider all high school options, complete required application and financial aid materials, and make informed decisions about enrollment
- Conduct yearly individual meetings with students/caregivers
- Monitor each student's academic performance and progress through regular communication with his/her teachers, counselors and parents
- Communicate with students and caregivers weekly through text, phone calls, and emails
- Complete student notes each school year

### ***Minimum Qualifications***

- 2+ years of direct service experience with middle school youth of diverse cultural and socio-economic backgrounds (preferably teaching, counseling or case management)

- 2+ years of experience in program design, planning and implementation
- Strong foundation of knowledge on effective teaching methods, theories of education, and outcomes-based program evaluation
- Some experience managing programmatic partnerships, especially public and private K-12 schools (experience with San Francisco schools preferred)
- Experience managing multiple projects
- Excellent communication skills, both verbal and written
- Excellent problem solving skills
- Effective planning, organizational, and logistical skills
- Bachelor's Degree from an accredited institution
- Fluency in Spanish, strongly preferred. Fluency in Cantonese a plus
- Excellent computer skills, including Google Suite, Microsoft Office and other commonly used software/web applications
- Strong work ethic; highly self-motivated

#### **Additional Requirements**

- Employment is contingent upon clearance of a criminal background check through the FBI and CA Department of Justice as well as clearance through the National Sex Offender Public Website.
- All potential employees are required to obtain and submit the results of a current TB test.

#### **Compensation and Benefits**

- Salary Range: \$59,000-\$65,000
- Excellent benefits package, including full medical, dental, and 403(b) (employee contributions)
- Generous holiday and vacation plan
- \$800 a year towards professional development

#### **To Apply**

Please send a cover letter and resume via email with "Program Coordinator, Middle School" in the subject line to Marcel Glover, Director, Middle School Program: [mglover@firstgraduate.org](mailto:mglover@firstgraduate.org)

*\*Note:* Resumes not accompanied by a cover letter will not be considered.

#### **Non-Discrimination Policy**

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, sexual orientation, gender identity or expression, national origin, disability, age, or protected veteran status.

#### **Diversity Statement**

First Graduate is committed to building a culturally diverse staff that reflects our student population; we strongly encourage applications from people of color and first-generation college graduates.

For more information about First Graduate please visit [firstgraduate.org](http://firstgraduate.org)