

Job Title:	Pittsburgh Promise College and Career Success Coach	Job Category:	Non-Exempt, Salaried, Full Time
Location:	1901 Centre Ave Suite 204 Pittsburgh, PA 15219	Travel Required:	Regional
Level/Salary Range:	\$50,000/annually and generous benefits package	Schedule:	Monday through Friday Varied to align with school day, with evenings and weekends as required

Position reports to: Associate Director College and Career Success

Job Description

The Pittsburgh Promise is hiring College and Career Success Coaches to increase the organization’s focus on providing targeted and intentional support to Pittsburgh Public Schools (PPS) students as they explore and prepare their post-secondary options. The Promise is seeking dedicated, student-focused individuals to work alongside staff in PPS high schools.

The Coaches promote post-secondary access and degree attainment by serving as mentor, resource, liaison and advocate to PPS students (grades 9-12) and Promise Scholars (post-secondary students). Promise Coaches will provide in-school college and career exploration assistance to students in grades 9-12 (grades 6-12 where applicable). For Promise Scholars, Coaches provide both remote and in-person coaching to ensure Scholars successfully transition to and through their post-secondary education.

Responsibilities:

Equip students to identify their skills and interests

- Pro-actively reach out to assigned students and Scholars to build trusting relationships
- Ensure the Coach office provides an inclusive environment and meaningful college and career resources to all students
- Encourage students and Scholars to take advantage of and help them to interpret/understand strength-based assessment tools and career aptitude resources

Help students to understand their career options and pathways/navigate the marketplace and its opportunities

- Coordinate and/or deliver career awareness, exposure and preparation programs and speakers
- Coach students to connect career options, and the required post-secondary pathways, with their strengths, interests, and marketplace opportunities
- Ensure Promise Scholars take advantage of on-campus career resources and alumni networks

Prepare students to utilize their available financial, academic, and psycho-social resources

- Help PPS students and Promise Scholars resolve general obstacles to post-secondary and career success that come up throughout the school year by coaching them on self-advocacy and resourcefulness skills
- Facilitate post-secondary access to high school students through individual and group conversations, workshops, and presentations:
 - Comprehensive post-secondary application timeline
 - Application assistance (including personal statements, essays, resume)

- Campus visits and admissions interviews
- FAFSA/PHEAA submission
- Promise portal access and use
- Scholarship assistance
- Financial aid applications and interpreting award packages
- Post-secondary decision-making, enrollment processes, and campus arrival
- Ensure Promise Scholars connect with and enroll in on-campus academic and socio-emotional support services
 - First year experience and transition supports
 - Tutoring, writing center, and related academic supports
 - Positive peer and social connections

Empower students to realize the urgency of making good choices

- Raise students' awareness of, participation in, and ongoing eligibility for The Pittsburgh Promise scholarship
- Facilitate and promote positive college and career connections with near-peer and adult role models through community partnerships including volunteerism, mentoring, and outside speakers
- Monitor and guide Promise Scholars' post-secondary progress to degree attainment with and through campus-based resources

Other:

- Consistently and accurately record student interactions and activities in The Promise's online data collection system
- Complete job-related training and certifications as assigned during onboarding and through ongoing professional development opportunities
- Complete any other duties or responsibilities assigned by the Associate Director of College and Career Success or Director of College and Career Success

Qualifications:

- Bachelor's degree required
- Experience developing trusting relationships with under-represented populations, particularly high school students and young adults; experience in post-secondary access and success programming a plus
- Ability to make a minimum two-year commitment
- Must pass appropriate clearances (criminal record and child abuse)
- Must be authorized to work in the United States

Skills and Traits:

- Proven ability to work successfully with diverse populations and demonstrated commitment to promote and enhance diversity, equity and inclusion.
- Demonstrated ability to build strong working relationships with internal and external partners, and to meaningfully interact with diverse populations including staff, students, civic and business leaders, community partners, and funders
- Proven record-keeping and organizational skills
- Excellent writing, editing, and speaking skills
- Proactive problem-solver who demonstrates initiative and ability to self-manage work individually and as part of a team

- Ability to multi-task and operate in a professional manner, including proper attire, ethical behavior, and maintaining strict confidentiality with student/family information
- Demonstrated commitment to The Pittsburgh Promise’s vision, mission, and core values
- A sense of humor, tolerance for change, and a demonstrated ability to create a positive, inclusive culture and sense of empowerment for students/families
- Proficient in Microsoft Office suite tools

To Apply:

Interested candidates should submit resume and cover letter to careers@pittsburghpromise.org.

No phone calls please.

Equal Opportunity Policy

The Pittsburgh Promise strives to hire, recruit, train and promote employees in job classifications without regard to age, race, color, gender, national origin, disability, veteran’s status or sexual orientation. Human resource decisions such as compensation, benefits, transfers, layoffs, return from layoffs, training, education, tuition assistance, and social and recreational programs will be administered without discrimination. Only valid job requirements will be imposed for promotional opportunities so that promotion decisions are made in accordance with the principles of equal opportunity. Our full Equal Opportunity Policy can be found in the employee handbook.