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College and Career Readiness Coordinator

Compensation: \$38,000-\$45,000

Education: Bachelor's Degree

Location: Pittsburgh, PA

Start Date: July 1, 2020

Type: Full Time

Benefits: Full Health (not including dental or vision), vacation and sick/personal days

About Steel City Squash

Steel City Squash is a non-profit community organization that aims to help each child realize his or her academic and personal potential through long-term, rigorous programming in academic tutoring, squash instruction, STEM enrichment, and community engagement. Founded in 2014 through a collaboration with the Squash and Education Alliance (SEA), the University of Pittsburgh, and local community leaders, Steel City Squash has grown to support over 60 students in and around Pittsburgh.

About the Position

Steel City Squash is seeking a driven, innovative **College and Career Readiness Coordinator** with a passion for supporting young people and putting them on the path to achieving their higher education goals. This position will begin **July 1, 2020** and will report to the Executive Director. The College and Career Readiness Coordinator's primary roll will be to create and implement a comprehensive program to educate about and expose students to multiple post-secondary pathways. Further, the candidate should be prepared to support and/or lead other programmatic and administrative responsibilities. Steel City Squash's team is made of up dedicated and dynamic staff members and volunteers committed to building deep relationships with our students and their families.

Primary Roles and Responsibilities

- Plan and implement comprehensive College and Career Readiness Program
 - Skills and attributes exploration and development
 - Career exposure and shadowing
 - SAT/ACT Preparation Course
 - College exploration and application assistance
 - Financial Aid education and support
 - Internship coordination

- Family engagement
- Travel to college campuses
- Data collection and Analysis
- Research, organize and chaperone community service trips
- Recruit, train and manage cohort of college and career volunteers, guest presenters, career panels, etc.

Shared Program Staff Roles and Responsibilities

- Collaborate and communicate with Steel City Squash staff, families, and community partners
- Provide transportation for students to and from program days, special events and weekend trips
- Chaperone field trips, e.g. community service projects, squash matches and tournaments, college campus visits, etc.)
- Conduct development outreach meetings and assist with special events and projects as needed.

Background and Experience

- At least two years of experience with college application process preferred
- Experience working with youth from diverse communities
- Experience with financial aid process (FAFSA, CSS Profile, PHEAA, etc.)
- Experience with career exploration curriculum development a plus
- Significant experience with data collection and management
- Advanced degree in education or related field a plus

Skills and Characteristics

- Knowledge and understanding of the needs and culture of diverse communities
- Strong organizational skills, multi-tasking ability, and focus on meeting deadlines
- Data collection and analyzation
- Valid driver's license, comfort and capacity to drive a 15 passenger bus
- Must be able to work some weekends

How to Apply:

Please email cover letter and resume to Brad Young, Executive Director, at brad.young@steelcitysquash.org.

Steel City Squash is an equal opportunity employer with a commitment to diversity. We encourage all qualified applicants to apply. No knowledge of squash is necessary for academic positions.