



## Director of College & Career

The Squash and Education Alliance seeks a Director of College & Career to lead efforts to improve college graduation rates, help prepare SEA students for successful careers, and identify and promote best practices in college placement and career readiness. The Director will collaborate with staff from SEA's network of 20 U.S. member programs, identify best practices in other college placement and career readiness organizations, oversee the distribution of grants and scholarships to SEA college students, and organize career exposure experiences, resume-writing workshops, and interview prep. Ideal candidates will have experience working in education, career readiness, workforce development, and/or college placement and success and familiarity with the experiences and challenges of students identifying as first-generation college students. Specific responsibilities will include but not be limited to:

### Post-Secondary Support

- Lead in-person and virtual trainings and workshops for post-secondary success staff in the SEA network, serving as a point person for post-secondary programming
- Establish relationships with college placement and success organizations, identifying and sharing best practices with SEA member programs
- Oversee the distribution of grants and scholarships to SEA college students
- Oversee the collection of data from SEA's 1,200+ high school graduates and work with the Director of Program Support and Evaluation in analyzing this data
- Write and distribute an e-newsletter to SEA's high school graduates, sharing news and alerting them of career and enrichment opportunities and events

### Career Readiness

- Host and sponsor trainings for SEA member program staff to learn strategies on how to better support high school graduates as they navigate adulthood and seek full-time employment
- Work with member program staff to organize regional and national workshops for high school graduates and college students on job searches, resume-writing, interviewing, networking, and more (virtual and in-person)

### Professional Network Building

- Build relationships with SEA's high school and college graduates, learn about their professional goals, and develop a process for SEA to connect our alumni with relevant professional mentors in the squash/SEA community
- Work with SEA's Director of Educational Programming and Partnerships to develop an online portal where alumni can connect with peers who work in specific fields, find mentors, and network
- Engage and build community among SEA's 1,200+ high school graduates through individual and group communications, outreach, and events

### Desired Qualifications & Qualities

- Bachelor's degree
- Experience working with college students, especially students who identify as first-generation and from low-income backgrounds
- Excellent organizational skills, detail-oriented, and ability to manage multiple projects
- Self-starter; proven track record in initiating and successfully leading groups or projects
- Exceptional interpersonal skills to build strong relationships with various stakeholders
- Experience as a volunteer, alumni, or staff member of an SEA program a plus

**Hours and Travel:** The role will be based out of SEA's New York City office (9am-5pm) and includes regular travel (post-Covid), including visits to SEA member programs and periodic attendance at regional and national events.

**Compensation & Benefits:** \$75,000+ Includes 4 weeks of vacation annually, health insurance benefits, and a 401K matching plan.

**SEA** is the umbrella organization and governing body of a network of 20 U.S. nonprofits and 5 international affiliate organizations that combine squash, academics, mentoring, travel, college support, and career readiness for more than 2,500 young people. Ninety-four percent of the high school graduates of our U.S. member programs matriculate to college, one-third attend top-100 ranked colleges, and more than two-thirds earn degrees in six years or less. SEA leads this network by launching new programs, promoting best practices to ensure the highest quality programming among member organizations, and providing additional educational and athletic experiences for students and alumni of our member programs.

**Interested?** Candidates should send a resume and cover letter to SEA's Managing Director Jennifer Sewell ([jennifer.sewell@squashandeducation.org](mailto:jennifer.sewell@squashandeducation.org)).

*We are committed to a policy of non-discrimination and equal opportunity for all employees and qualified applicants without regard to sex, race, color, religion, age, national origin, disability, sexual orientation, or marital status.*