



Job Title

College Success Coach

Agency assignment

The Michigan Hispanic Collaborative (MiHC)

Term

(Part Time and/or Full Time Positions)

Job Summary

We are seeking an emerging leader to work on an exceptional project that impacts the nation's fastest growing minority group. As a college success coach for the Michigan Hispanic Collaborative's (MiHC) program, La Próxima Generación (Próx Gen), projects will be centered on the support and advancement of MiHC's commitment to improve the Hispanic student, college, and career pipeline.

Our vision is to break the cycle of Hispanic poverty by accelerating their economic mobility through education and early career program supports. We uniquely select, train, and mentor academically ambitious Hispanic students in under-resourced communities and work to address and eliminate barriers that stall high school and college academic and employment opportunities.

The Próx Gen program supports students over the course of ten years, from Junior year in high school through college and early career during critical transitions in a Hispanic student's life.

We are looking for highly organized, responsible, self-motivated, and dedicated individuals who have strong writing, research, interpersonal and workshop facilitation skills, and can execute auxiliary projects with little direction. In this role, the success coach will be primarily supporting college students' persistence in 1:1 and group settings. Vital to this role are parent contacts. Spanish fluency is preferred but not required. Language and cultural competency skills are important to ensure quality interactions with parents both 1:1 and in group settings. The successful candidate(s) will be able to work independently and collaboratively, based on the nature of the project. The coach will report to the program manager.

A cover letter, resume, two letters of recommendation, and a one page writing sample are required for consideration for this position. The cover letter should address your specific interest in the position, and outline the specific skills and experiences that best position you to excel in this role. Up to two candidates will be hired for this opportunity. If selected and extended an offer, the candidates must be available to complete the mandated drug screening and background checks.



Responsibilities

Job responsibilities include but are not limited to:

- Collaborate with MiHC staff to facilitate and ensure the seamless service delivery of Próx Gen program supports and inform enhancements.
- Conduct monthly one-on-one student and quarterly parent appointments.
- Assist with the coordination and implementation of the parent peer communities of support we call “Cafecitos.”
- Collect and synthesize scholar success stories.
- Maintain Próx Gen electronic and paper records, and databases and monitor progress to ensure annual key performance goals are achieved.
- Event coordination assistance with: May College Decision Day, Annual Latinx Sendoff, Fall College and Career Fair, Principal and Guidance Counselor Symposium(s), Summer Scholar Social event, On-site admissions fair, and others.
- Collaborate with MiHC staff to accelerate volunteer engagement efforts. Ensure the integrity of our volunteer records, training, and scheduling.
- Create and manage work plans for projects as assigned.
- Answers questions, resolves problems, and makes recommendations referring complex matters to the Executive Director as appropriate.
- Work to execute other tasks as assigned.

Skills & Qualifications

- A bachelor’s degree in business, liberal arts, community development, education, or a related field.
- Excellent organization and prioritization skills.
- Excellent interpersonal and communication skills (both written and verbal).
- Flexibility and poise in dealing with a diverse set of individuals and organizations.



HISPANIC COLLABORATIVE

- Demonstrated proficiency utilizing database management systems as well as MS Office products (e.g., Access, Excel, PowerPoint, Word, Teams), and the Google suite of applications (calendar, presentation, communication and reporting tools).
- Demonstrated proficiency utilizing social media platforms and analytics reports.
- Capacity to work on multiple tasks and projects simultaneously, while still meeting priorities set by his/her superiors.
- Strong analytical skills and attention to detail.
- Demonstrated experience working with low to moderate income families preferred.
- Ability to work independently and with a team, depending on the project.
- Flexibility with regards to new projects.
- Fluent Spanish speaker and writer preferred but not required.
- Current or former resident of the Southwest Detroit Community, Southeastern Michigan region, Lansing, Pontiac, Grand Rapids, or Holland preferred but not required.

Location

Due to COVID 19, all work deliverables will be delivered virtually. This is subject to change. Upon notice, coaches will need to provide in person services in Southwest Detroit Community High Schools and at a TBD community location.

Notes

Must have a valid driver's license and reliable transportation.

The successful candidate(s), will serve a one year contract. Based on performance and grant funding, they will have the option for a multiyear employment placement.

Please send a cover letter and resume to:

mihc@mihc.org