

## College Access Coach

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**Position Type: Full-time | Location: Detroit, MI | Compensation: Salary commensurate with experience.**

Michigan Hispanic Collaborative (MiHC) is hiring an excellent, mission-driven College Access Coach to help high school students turn postsecondary goals into informed decisions, completed steps, and supported transitions. This role is for someone who brings both heart and discipline: a relationship-builder who is organized, deadline-driven, culturally responsive, and accountable for outcomes.

### About MiHC and Everything to Win

MiHC exists to economically empower first-generation students and young professionals by helping them build the knowledge, relationships, confidence, and support needed to move from aspiration to opportunity.

Everything to Win (ETW) is MiHC's post-secondary decision-making infrastructure. ETW helps students recognize their strengths, understand their options, build critical competencies, and make informed decisions about life after high school, including college, credentials, training, military or service, career pathways, and employment with advancement potential.

ETW is not a single class, workshop, coaching program, or handoff. It is a structured, team-based model that connects classroom learning, coaching, family engagement, post-secondary planning, college success, future pathways, career exposure, and long-term economic mobility. MiHC is building a consistent, scalable, outcomes-focused model grounded in purpose, clarity, and follow-through.

### How We Work: One Team

No part of the student journey is outside the work. If a student's decision, barrier, or next step affects their future, it belongs to the team. This does not mean every person does every task. It means every team member understands the full student journey, makes warm handoffs, communicates across roles, and does not treat student barriers as someone else's problem.

### About the Role

The College Access Coach helps students translate ETW learning into informed post-secondary decisions and completed milestones. The Coach supports high school students as they prepare for, apply to, and transition into post-secondary education and career pathways. The work includes individualized and small-group coaching focused on college applications, FAFSA completion, scholarships, financial-aid navigation, affordability conversations, enrollment steps, family/caregiver engagement, and transition planning.

The Coach works closely with Innovative Learning Educators, paraprofessionals, College Success Coaches, Future Pathways Coaches, school counselors, families/caregivers, school leaders, and community partners so students receive coordinated, consistent support from exploration through graduation and handoff.

### The Kind of Coach We Are Looking For

Students already bring talent, culture, intelligence, resilience, and ambition. They do not need one more adult giving generic advice. They need a coach who will sit beside them, clarify options, track details, ask strong questions, follow up, remove barriers, and keep them moving when the process becomes overwhelming.

The right person is resourceful, accountable, curious, culturally responsive, and persistent. This is not “good intentions” work. It requires trust, execution, organization, data discipline, and the ability to own outcomes while operating as part of a team.

## What You Will Do

- Coach students one-on-one and in small groups as they explore and pursue college, credential, career, and other postsecondary pathways; with a primary focus on college.
- Help students develop clear, realistic, and actionable post-graduation plans aligned with their strengths, interests, academic profile, family circumstances, financial reality, and long-term goals.
- Guide students through college search and application steps, including college lists, applications, essays, recommendation requests, transcripts, and deadlines.
- Support FAFSA completion, verification when needed, financial-aid requirements, scholarship applications, award-letter review, and affordability conversations with students and families/caregivers.
- Help students understand fit, match, cost, support, location, persistence, career alignment, and tradeoffs across options.
- Translate ETW classroom learning into individualized action, including completed applications, financial-aid steps, enrollment decisions, and post-secondary plans students can explain with confidence.
- Coordinate with MiHC team members, school counselors, administrators, teachers, families/caregivers, and community partners to align support and make warm handoffs.
- Participate in planning meetings, student-support conversations, professional development, college fairs, college tours, family nights, FAFSA events, Cafecitos, and other program activities as needed.
- Track student progress toward milestones; maintain accurate, timely records; use data to prioritize outreach and keep students connected to next steps.

## What You Bring

- Mission-driven commitment to educational equity, economic mobility, and student success.
- Bachelor's degree required.
- Experience in college access, college advising, counseling, youth development, education, nonprofit programming, student success, case management, or related work strongly preferred.
- Experience working with first-generation students, low-income students, Latino students, immigrant families, multilingual families, and/or students from under-resourced communities.
- Working knowledge of college access steps, including applications, FAFSA, scholarships, financial aid, college fit, enrollment steps, and transition planning.
- Strong relationship-building and clear communication with students, families/caregivers, school staff, and partners.
- Excellent organization, attention to detail, and follow-through across multiple students, deadlines, documents, and priorities.
- Comfort using data systems, spreadsheets, student trackers, and technology tools.
- Ability to work independently while operating as part of a coordinated team.

## Strongly Preferred

- Spanish-English bilingual ability.
- Experience in a high school setting and/or college access advising.
- FAFSA and financial-aid navigation experience, including verification and documentation support.
- Experience with college match/fit advising, affordability conversations, and family/caregiver engagement.
- Familiarity with Detroit, Southwest Detroit, Grand Rapids, Wyoming, or Michigan postsecondary institutions.

- Personal or professional connection to first-generation, Latino, immigrant, or under-resourced communities.

### Core Competencies

Relationship-centered coaching; cultural responsiveness; high follow-through; clear communication; strong organization; student advocacy; family partnership; deadline management; problem-solving and resourcefulness; team collaboration; data-informed practice; outcome ownership; curiosity and continuous improvement; calm, steady presence under pressure.

### What Success Looks Like

- Students experience MiHC as one coordinated team and leave each interaction clearer, more confident, and better supported.
- Students understand their post-secondary options and can explain why a pathway is a good fit.
- Students' complete applications, FAFSA, scholarships, and enrollment steps on time.
- Students and families/caregivers understand affordability, financial aid, and next steps.
- Students have a real plan after graduation and know what they must do next.
- Handoffs are warm and coordinated, data is accurate, follow-up is consistent, and the team learns what is working.

### Role Fit

This role is for a proactive, detail-oriented coach who does not wait for students to come to them. The strongest candidates follow up, problem-solve, communicate clearly, and help students keep moving with dignity and confidence. They understand that postsecondary navigation is complicated and that students deserve persistent, skilled, culturally responsive support as they move from aspiration to action.

### Why This Work Matters

MiHC's promise is that students should not have to navigate complicated systems alone. Through Everything to Win, students build the competencies, confidence, and support they need to make informed decisions about life after high school. The College Access Coach helps turn that learning into action: completed applications, financial-aid steps, scholarships, enrollment decisions, and postsecondary plans students can explain with confidence.

The College Access Coach helps ensure that talent translates into opportunity.

### How to Apply

Please email your resume and a short, role-specific statement of interest to [openroles@mihc.org](mailto:openroles@mihc.org). Selected candidates will be contacted for a screening conversation.

**MiHC is an equal opportunity employer and encourages applications from candidates whose lived and professional experiences reflect the communities we serve.**