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Baltimore Leadership School for Young Women Persistence Coach Position Description

ABOUT US

Baltimore Leadership School for Young Women is a college preparatory school emphasizing leadership, academic excellence, and enrichment in a single-sex environment. BLSYW's program demonstrates a solid commitment to math, science, and technology – fields where women are underrepresented, and Maryland needs to cultivate a solid knowledge base and workforce – and the arts and humanities that teach students to appreciate and engage the world critically that they will lead.

We seek a talented, committed, culturally competent Persistence Coach to join the 2023-24 BLSYW team! This is a full-time, 12-month position, and the ideal candidate can start by July 1st.

Direct Reports: None
Salary: \$55,000 - \$60,000
Format: In-Person
Reports to: Director of College & Career Success

POSITION OVERVIEW

The Baltimore Leadership School for Young Women (BLSYW) is looking to welcome a committed and effective Persistence Coach to complement our team of college and career access professionals. The Persistence Coach (PC) is critical in the Destination College department as they will coach our alumnae to persist in a college degree and prepare for career success. Through consistent communication and tracking of all alumnae, we will target our efforts toward matriculation and college graduation. The Persistence Coach will employ strategic interventions to decrease barriers to degree attainment. This role provides support across the following areas: College Persistence, Financial Aid, Financial Management, Academics, Case Management, Career Advising, and Stakeholder Data Reporting. The ideal candidate will be passionate about creating an environment of innovation and excellence for young women and cultivating leadership. They will also have the ability to connect with colleagues and students while establishing a relationship of mutual trust.

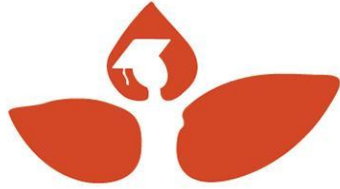
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PRIMARY RESPONSIBILITIES

1. College Persistence Support

- Provide one-to-one case management services to 125 alumnae through consistent outreach and advising sessions.
- Provide standing monthly communication to all alumnae



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- Provide college preparedness advisement for college course selection and degree options
- Provide targeted coaching to improve performance in the following areas: academic, social/emotional, financial, and career advisement by identifying the barriers that impact students' persistence and provide strategies to eliminate the barriers
- Provide resources and application support for students who have stopped out
- Co-teach senior college preparation seminar course
- Manage all key matriculation deadlines for all graduating seniors in the Spring and Summer semesters to prevent "Summer Melt"
- Organize and plan Alumnae Day
- Develop and maintain comprehensive knowledge of and information on financial aid policies and procedures.
- Travel with accepted high school seniors to local colleges and universities for Accepted Student Day to support matriculation efforts.

2. Maintaining Alumni Relationships

- Conduct face-to-face meetings with 100% of first-year students on their respective college campuses.
- Foster connections on campuses (offices may include Academic Advisors, Academic Success Programs, Opportunity Programs, Financial Aid Officers, and Deans) to support post-secondary matriculation and persistence
- Conduct monthly outreach (phone, in-person, social media, email, etc.) with alumnae to build relationships.
- Meet with all matriculating students and families and provide matriculation support to ensure a strong transition.

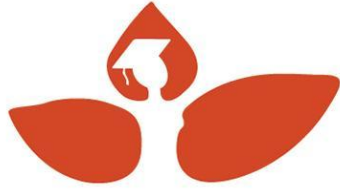
3. Alumnae Programming

- Deliver small or large group workshops to alumnae on topics such as financial aid, academic success tips, or stress management strategies.
- Adapt or lead new initiatives based on alumnae feedback and/or needs

4. Data Management

- Use National Student Clearinghouse to identify semesterly graduates, stop-outs, and matriculated students
- Collect and record real-time alumnae data on the following within our database: academic progress, financial aid, current contact information, full-time employment, internship, transcripts, degree audits, resumes, FAFSA completion, course load, degree completion, financial aid package, advisor contact, and FERPA
- Work with the Director on administering surveys and analyze results to implement student success and completion strategies
- Maintain confidentiality of student records in compliance with the Family Education Rights and Privacy Act (FERPA) and ensure offices and files are adequately secured
- Prepare quarterly reports for the Director, CEO, and Board

ADDITIONAL RESPONSIBILITIES INCLUDE:



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- Assist with the preparation and dissemination of semesterly disbursements of grants and other financial resources to assist BLSYW alumnae with managing the costs of higher education
- Use social media platforms (LinkedIn, Facebook & Instagram) to publicize local, regional, and national opportunities for BLSYW alumnae
- Perform additional duties and tasks as needed

SKILLS, KNOWLEDGE, AND ABILITIES REQUIRED

- Minimum of two years of impactful, results-drive experience working in career advisement, college readiness, or related position
- Excellent organizational and prioritization skills.
- Ability to successfully manage tasks and projects with competing deadlines and time constraints
- Strong data collection, management, and reporting skills.
- Strong analytical skills and attention to detail
- Solutions oriented. Ability to analyze information quickly and identify solutions to resolve problems
- Solid understanding of the academic, financial, and social concerns that affect college persistence for low-income and first-generation students of color
- Exceptional listening skills.
- Strong written and verbal communication skills
- Strong interpersonal skills and relationship-building skills.
- Demonstrated ability to build rapport and connect quickly with others
- Self-motivation and ability to work with limited supervision
- Commitment and passion for students to succeed. Ability to follow through and do “whatever it takes” to support first-generation college students
- Commitment to working in a single-sex with first-generation college students and families in an urban environment
- Ability to adapt quickly to changes in a fluid work environment
- Strong presentation and facilitation skills
- Ability to travel approximately 25% within the regional area and nationally
- A valid U.S. driver’s license
- Support of BLSYW’s vision and values and belief that all students, regardless of their background, can go to and through college

EDUCATION REQUIRED

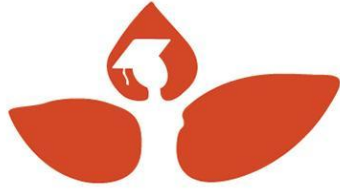
- Bachelor's Degree in Education, Psychology, Sociology, or Counseling or equivalent work-related experience. Advanced education is a plus.

TECHNICAL SKILLS REQUIRED

- High level of proficiency in Microsoft Office and Google Suite, including Excel, Access, and Google Sheets
- Basic data management skills. Experience with FAFSA or similar databases required
- Experience generating and compiling reports

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, smartphones, office phones, photocopiers, filing cabinets, and fax machines. The noise level in the work environment is usually moderate.



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The physical demands described represent those that must be met by an employee to perform the essential functions of this job successfully.

- While performing the duties of this job, the employee is regularly required to talk and hear.
- The employee frequently is required to sit for long periods, stand; walk; use hands to finger, handle or feel; and reach with hands and arms and requires the ability to lift office products and supplies up to 25 pounds occasionally.
- This position requires the ability to travel and/or operate a vehicle as needed to travel.

The above is intended to describe the general content of and requirements for the performance of this job. It should not be construed as an exhaustive statement of duties, responsibilities, or physical conditions. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

To Apply:

Please email your cover letter, resume, and three professional references to recruitment@blyw.org with the Persistence Coach in the subject line.