



## Opportunity Scholars

## Program Coach

Opportunity Scholars (OS) works with high school students as they pursue career and technical programs, and community college and university pathways. OS assists families as they consider employment and training/education needs for their children. OS provides financial support to students during high school for dual enrollment, career and technical classes, and financing for students who choose to pursue post-secondary education in a local community college or university.

*This position is located primarily in the Shenandoah Valley area. The candidate must be able to speak and write Spanish fluently. The role requires establishing good working relationships with a variety of staff within public schools, community colleges and universities, and with students and families of limited means and varied cultural backgrounds. The ideal candidate will have a passion for helping young people access the education gateway to a successful quality of life.*

### **RESPONSIBILITIES**

- Coordinate and interface with students and their families in the career planning and coaching process.
- Counsel students in setting a strategy and achieving the goal of obtaining a technical or professional degree leading to gainful employment earning a living wage.
- Counsel and maintain working relationships with community partners, public schools, community colleges and Shenandoah University to deliver services to students. This includes problem resolution, joint and strategic planning.
- Work with other staff to maintain high levels of work, sense of purpose, active respect and engagement.
- Build the identity and brand of OS with schools, donors, partner agencies and students/families.
- Administer financial programs for students pursuing dual enrollment, community college and university training programs leading to degrees and certifications.
- Actively reach out to community contacts to recruit student referrals to the OS programs.
- Assist families and students with Education Funds/Repayment Agreements
- Work collaboratively with high school and college educators, administrators and staff to find the most efficient strategy for each student that will shorten the total amount of time and expense involved in obtaining degrees and/or certifications.
- Work with technical educators to integrate high school and community college training for students seeking technical credentials and certificates in trades programs.

### **QUALIFICATIONS**

- Be fluent in Spanish.
- Have an associates or bachelor's degree within 2 years of hire
- Have a passion for helping young people achieve good careers and a desire to serve others
- Have a positive, can-do attitude and be willing to learn
- Occasional night or weekend work is requested.

### **COMPENSATION**

Full-time or Part-time position. Salary depends upon experience. A monthly flex allowance will be paid to offset travel, benefits, and other work-related expenses.

### **LOCATION OF WORK**

Our office is located in Winchester. Most of the duties will take place in Winchester, Frederick, Clarke, Loudoun, and surrounding counties. Reliable transportation, cell phone service and high-speed internet are necessary.