



Opportunity Scholars

Lead Program Coordinator, Northern Virginia

Opportunity Scholars (OS) is a non-profit organization whose mission is to assist high school students to pursue career and technical education. We provide career planning, continuous appropriate coaching and mentoring, and financing for students who engage in “earn while you learn” employment and skills-based training/education.

Primary Duties

1. Suggest hires to the CEO, train and retain coach(es)
2. Work with coaches to create coach career development plans, handle day to day coach operations, develop a positive, proactive and empowered coach culture
3. Recruit students into the program and engage with students
4. Cultivate and maintain positive and proactive working relationships with the public schools, community colleges, universities and community organizations/partners of OS to deliver the services to students
5. Drive community outreach in Northern Virginia
6. Maintain relationships with students' families and provide guidance to students
7. Build OS brand with donors, community agencies, churches, associations and businesses
8. with educators in both the high schools and community colleges to deliver integrated high school/community college/workplace pathways to obtain technical credentials and certificates in the construction, technology and healthcare areas
9. Develop create ways to interact with more students, businesses, educators and funders in NOVA
10. Operate within budget as directed by the CEO and Board of Directors
11. Interact with and suggest donors and grants for the organization
12. Work with CEO to fine tune current coaching model
13. Other duties as assigned

Education and Work Experiences Desired

A bachelor's degree is preferred. 3 years of experience in a field such as human services, counseling, education, sales or social work is preferred.

Personal Attributes Desired

Basic competence in the Spanish language is required. Ability to self-direct and organize work. The role will require working effectively with a variety of levels of employees in the school/college systems, communities, and businesses. The ideal candidate will have a passion for helping young people access the education gateway to career success and a desire to serve others in society.

Compensation

Compensation based on experience and educational background. Traditional holidays and vacation pay is provided. In lieu of benefits, a monthly flex allowance is paid to partially offset travel and benefit expenses.

Location of Work

The large majority of work will take place in the Northern Virginia/Loudoun County area. Occasional travel to Winchester and other close by communities is required. Employees are expected to maintain high speed internet connection as necessary for any remote work, cell phone and reliable transportation at their own expense. Some evening and weekend work is vital to the success of this role.

How to Apply:

Submit a resume to Kari@OpportunityScholars.org.

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