



Opportunity Scholars

**Director of Student Success
(Bilingual in Spanish and English required)**

Opportunity Scholars (OS) is a non-profit organization whose mission is to assist high school students to pursue career and technical education, college or university education. We guide, connect, finance and engage students to achieve their dreams of career success. Opportunity Scholars does this by connecting families, schools and businesses to create a low-cost career pathway to high paying jobs for low- and middle-income students. We create economic mobility for students and build a pipeline of professional and technical workers to grow local businesses.

Primary Duties

1. Responsible for hiring, training and retaining current and future coaches and making hiring suggestions to the CEO.
2. Implement and fine tune student recruitment strategy by recruiting students into the program and engaging with students who successfully enter into the workforce. Meet or exceed enrollment goals.
3. Implement strategies to deliver well educated, career ready students who stay with employers. Meet or exceed retention goals.
4. Expand upon current strategies to ensure student success metrics are realized.
5. Create and implement program coach career development plans, handle day to day coach operations and have a student caseload.
6. Develop a positive, proactive and empowered coach culture.
7. Cultivate and maintain positive and proactive working relationships with the public schools, community colleges, universities and community organizations/partners of Opportunity Scholars to deliver the services to students.
8. Drive student outreach in communities.
9. Develop and implement new and improved student acquisition models.
10. Maintain relationships with students' families and provide guidance to students.
11. Build Opportunity Scholars brand with donors, community agencies, churches, associations and businesses.
12. Work with educators in both the high schools and community colleges and universities to deliver integrated high school/community college/ university workplace pathways to obtain technical credentials and certificates in the construction, technology and healthcare areas.
13. Operate within budget as directed by the CEO.
14. Work with the CEO to fine tune the current coaching model including further enhancing durable skills training model.
15. Work with the CEO to update and track student success and Opportunity Scholars expansion metrics.
16. Work with other Opportunity Scholars leaders to benchmark and fine tune repayment strategies.
17. Other duties as assigned.

Education and Work Experience

A bachelor's degree is preferred. In lieu of a Bachelor's Degree, an Associates degree or 5 years workforce development experience is required. 3 years of experience in a field such as human services, economic development, educational non-profit, recruitment, counseling, education, sales or social work is required. Knowledge of college or university practices is required.

Personal Attributes

Bilingual (written and verbal) in Spanish is required. Strong team leadership, strategic mindset and presentation skills are required. The role will require working effectively with a variety of levels of employees in the school/college/universities systems, communities, and businesses. The ideal candidate must have a passion for helping young people access the education gateway to career success and a desire to serve others in society. Ability to self-direct and organize work. This person must be a positive leader able to help staff grow and be able to excel in a fast paced environment.

Compensation

This full time position has a salary of \$80,000 plus a bonus potential. In lieu of a benefits package, a stipend will be paid bi-weekly to offset travel and expenses.

Location of Work

The large majority of work will take place in Northern Virginia and the Shenandoah Valley (City of Winchester, Frederick County, Clarke County). Employees are expected to maintain high speed internet connection, 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.

March 2024