



Opportunity Scholars

**Scholar Success Coach
Prince William County**

Location: Prince William County

Compensation: \$21–24/hour (full-time or part-time) + monthly flex allowance for travel and work-related expenses

About Opportunity Scholars

Opportunity Scholars (OS) empowers young adults as they navigate career and technical programs, community college, and university pathways. We work closely with students and their families, providing guidance, coaching, and financial support to help them achieve meaningful education and career goals.

Our programs fund dual enrollment, technical and career classes, and post-secondary education, helping students access the lowest cost pathway to sustainable careers. We are committed to serving families from diverse cultural and economic backgrounds.

The Role

We are seeking a bilingual Spanish-speaking Scholar Success Coordinator to join our team. In this role, you will work directly with students, families, and community partners to guide young adults toward technical and professional degrees and meaningful employment.

You will be a bridge between Opportunity Scholars, public schools, community colleges, universities, and families. Your work will directly impact students' educational journeys and career outcomes, helping them achieve a strong foundation for the future.

Why Join Us

- Make a direct, tangible impact on young adults' educational and career success.
- Work with a mission-driven organization committed to equity and opportunity.
- Flexible full-time or part-time schedule with support for travel and work-related expenses.
- Opportunities for professional growth and development based on performance.

Key Responsibilities

- Provide career coaching and guidance to students and families, helping them set strategies to achieve educational and career goals.
- Counsel students pursuing technical credentials, certifications, or degrees that lead to gainful employment.
- Build and maintain strong relationships with community partners, public schools, community colleges, and universities to deliver effective services.
- Collaborate with OS staff to maintain high-quality work, engagement, and shared purpose.
- Promote and strengthen the Opportunity Scholars brand with schools, donors, partner agencies, and families.
- Actively recruit student referrals from community contacts and partners.
- Assist families with education funding navigation and support.
- Work with educators and administrators to create efficient pathways for students that minimize time and expense while maximizing outcomes.
- Support integration of high school and community college training for students pursuing technical or trade credentials.

Qualifications

- Fluency in Spanish (spoken and written) is strongly preferred.
- Associate's or Bachelor's degree preferred.
- Experience working with students and families in educational or career guidance contexts.
- Passion for helping young adults access education and achieve meaningful careers.
- Strong interpersonal, organizational, and problem-solving skills.
- Ability to build relationships across diverse cultural and economic backgrounds.
- Reliable transportation, cell phone service, and high-speed internet.

How to Apply

Please submit your resume and a brief cover letter to kari@OpportunityScholars.org. Include the subject line: *Student Success Coordinator – [Your Name]*.

Applications will be reviewed by our hiring team on a rolling basis until the position is filled.