



High School Coordinator (9th Grade)

ABOUT THE POSITION

As **High School Coordinator for the 9th grade** you will change the lives of NYC high school students by supporting their development during their crucial first year of high school and ensuring their placement and matriculation to selective 4-year colleges and universities. Over the summer, this coordinator would transition into the role of the 10th grade coordinator to allow this person to continue working with the same cohort of students for their second year of high school.

YOUR RESPONSIBILITIES WILL INCLUDE...

- Oversee and manage programming and curriculum development for students, including Super Saturdays (and mixed-grade seminars after the transition to 10th grade coordinator)
- Ensure that grade-assigned students achieve organizational goals and meet expectations as laid out in the High School Student Excellence Rubric
- Oversee recruitment, selection, and on-going training of high school programming seasonal staff and interns
- Manage six High School Mentors and the Super Saturday Assistant (all of whom are paid interns)
- Co-facilitate seminar sessions with a second coordinator
- Help HS Director manage relationship with programming host site; Take lead in coordinating operational needs for Super Saturday programming
- Lead and support the 9th grade students and their families through their 9th grade year
- Plan and chaperone student outings, including summer community service projects and field trips
- Manage grade-wide data collection and participate in solutions-oriented program evolution using the collected data
- After transitioning into the 10th grade role, the coordinator will be responsible for (re)designing a curriculum focusing on pre-professional skills like resume writing and interviewing. They will also take the lead on researching summer opportunities.
- Other duties as assigned

WE'RE LOOKING FOR SOMEONE WHO...

- Can demonstrate experience and results with similar responsibilities to those listed above
- Has a Bachelor's degree (If you haven't noticed, a 4-year college education is important to us!)
- Is confident with MS Office (Word, Excel, and Powerpoint in particular) and comfortable learning new systems; experience with Salesforce a plus
- Is a proven A-Player and practices:
 - **Efficiency:** Produces significant output with minimal wasted effort
 - **Prioritization:** Balances tasks and makes the right judgment call
 - **Critical and Reflective Thinking:** Draws insightful conclusions from data and feedback



- **Attention to Detail:** Identifies the important details, ensuring they do not slip through the cracks or derails project
- **Effective Communication:** Speaks and writes clearly and articulately, adjusts for audience as appropriate
- **Leadership and Ownership:** Understands their role as a leader on any project and team, resulting in successful outcomes regardless of their title or role using a “whatever it takes” attitude
- Demonstrates excellence in BTNY’s Core Values:
 - We learn and lead flexibly and constantly
 - We embrace the sense of the possible
 - Relationships matter
 - We model integrity
 - We are all in

BREAKTHROUGH POINTS IF YOU...

- Have taught or worked at a Breakthrough site previously (specifically with the High School / College Bound Program)
- Are familiar with the selective college landscape and placement process

COMPENSATION

BTNY strongly believes in selecting the top, qualified candidates. As a part of your offer you can expect to receive the following:

- Annual Salary range is between \$43,000-\$45,00 (commensurate with experience and skills) that is reviewed annually
- Benefits
 - Medical, Dental and Vision benefits (100% employer-sponsored)
 - 401K/Retirement Plan (with an employer-matching component)
 - Commuter Benefit Plan
 - Health and Dependent Flexible Spending Accounts
- Paid time off: holiday, vacation, sick, and personal time – plus paid time off for the days between Christmas and New Years
- Additional Perks
 - Annual Professional Development Stipend
 - Employee Referral Compensation Policy

Finally, working at BTNY gives you the opportunity to work with an AMAZING team, to build skills as a non-profit professional, to work in an environment with plenty of growth opportunities, and to make breakthroughs happen for NYC students.

TO APPLY

Email [hiring@breakthroughnewyork.org](mailto: hiring@breakthroughnewyork.org) with **HIGH SCHOOL COORDINATOR (9th grade) as the subject line and attach the following:**

- Your Resume
- A Cover Letter that includes your salary requirements.



- BTNY Questionnaire – Send answers to the following questions:
 - o What are your career goals?
 - o What are you really good at professionally?
 - o What are you not good at or not interested in doing professionally?

ABOUT BREAKTHROUGH NEW YORK

Since 1999 Breakthrough New York has been transforming the lives of motivated, low-income students by preparing them for and helping them enroll and persist in rigorous high schools and colleges.

It is our mission to help them break through the obstacles that stand in the way so that they can succeed in the world. On a daily basis our students are breaking through and here at BTNY we're proud to be a part of that road to success.

During Middle School we...

- Recruit some of the most talented and motivated middle school students you'll ever meet!
- Support students in the school year and summer with 200 hours of programming per year
- Guide our students and families through the high school application process, to ensure their acceptance and enrollment into a high school that will best prepare them for their future

In High School we...

- Prepare our students for success in community service, internships, and college prep programming
- Provide academic support, ensuring their academic resume will stand out in the college application process
- Support our students and families through the college application and decision process to some of the top schools around the world

After 12th grade we...

- Ensure our students remain a part of the Breakthrough New York family
- Provide academic and persistence support
- Work with our students in exploring their career pathway
- Graduate our students with bachelor's degrees

As an added bonus, throughout the entire program, our students:

- Engage with 200+ exceptional Tutors and Teaching Fellows (high school and college students!) in our unique "students-teaching-students" model

Due to all of the above and thanks to our talented team, since the inception of our current model, each year...

- 98% of our rising ninth grade students enroll in college preparatory high schools
- 100% of our high school students matriculate to four years colleges