



Independent School Program Coordinator for Middle School Full Time Role Starting August 1, 2019

About Peninsula Bridge

For 25 years, Peninsula Bridge has been serving motivated low-income youth from San Mateo to Mountain View with academic and social-emotional support. Peninsula Bridge transforms the lives of highly motivated, low-income students by preparing and supporting them for success in college preparatory high school programs and four year colleges. Peninsula Bridge is an entrepreneurial organization that is launching newly expanded programs to improve student outcomes. Our after school academic program serves 6th and 7th grade students with by developing a strong cohort of like minded students that come together for homework support, academic enrichment, and hands on learning to foster lifelong learning.

Job Description

The Peninsula Bridge **Independent School Program Coordinator** will work as a part of the Peninsula Bridge Middle School Team to support all students and families that are applying to, or are enrolled in independent schools in the Bay Area. The candidate should be experienced with all parts of the independent school application process for Middle School students. They should also have the knowledge and skills needed to connect with and support first generation students attending independent schools. They should have the ability to identify and address the needs of our stakeholders socially, emotionally, and academically. They are the key liaison managing the relationships between Peninsula Bridge and Bay Area independent school personnel and attendees.

Key Objectives

- Designs lessons, workshops, and activities for monthly program meetings.
- Maintains a close relationship with independent school students and parents by implementing check in meetings with all participants (estimated caseload of 45 students)
- Reviews transcripts and teacher feedback, and support students and families as needed.
- Attends Teacher/Parent meetings and conferences as needed.
- Supports families in accessing school resources.
- School visits as needed.
- Supports all families in yearly financial aid application process.
- Tracks objectives and outcomes.
- Identifies needs and proposes solutions.
- Support students in independent school settings and acts as a liaison between independent schools and Peninsula Bridge.
- Identifies needs and proposes solutions.
- Works to ensure students and families feel a sense of belonging at their independent school sites.
- Translation Support (Spanish/English)
- Supports Associate Director of Middle School Programs with student/parent meetings, tracking application completion, and supporting families in the financial aid process for the School Choice Program.

- Supports at After School Program Sites as needed.
- Other tasks as assigned.

Key Competencies

- Successful experience working with Middle School students in academic and social settings.
- Effective student group management skills that incorporate growth mindset and positive behavioral interactions with students.
- Ability to demonstrate cultural sensitivity and an understanding of youth development skills.
- Ability to support students and families in a warm, engaging way.
- Collaborative team member.
- Adaptable and able to manage multiple objectives at one time. The non-profit setting is constantly changing and the ability to be nimble, supportive, and proactive is key for team members.
- Excellent knowledge of the Independent School application process.
- Experience supporting first generation students and their families in the independent school setting.
- Excellent communication skills, verbally and in writing
- Effective organization skills, with strong attention to details.
- Ability to operate a personal computer including word processing, G Suite, Salesforce, etc. and ability to provide on-site technology support with Google Chromebooks
- Spanish fluency required.

Compensation:

- Salary is commensurate with experience.

Contact:

Please email resume and cover letter to Amanda Afshar, Director of Middle School Programs
amanda@peninsulabridge.org