

JOB ANNOUNCEMENT
North Carolina Society of Hispanic Professionals (NCSHP)
¡Gradúate! Success Coach

The North Carolina Society of Hispanic Professionals (NCSHP) is a 501 (c)(3) non-profit statewide organization whose mission is to promote education among Hispanic youth in North Carolina. NCSHP concentrates on the educational needs of Hispanic students. The intent of NCSHP is to develop and secure educational opportunities to improve Hispanic youth's success and school performance. NCSHP's headquarters office is located in Cary, NC.

Position Title: ¡Gradúate! Success Coach

Description: The ¡Gradúate! Success Coach will provide academic, career, and personal coaching to students in the Gradúate! program by planning and implementing the day-to-day functions and activities of the program. The ¡Gradúate! program will provide in school services during the day and after school activities for students along with workshops for parents. Programs will be aimed at increasing students' attendance, academic achievement, graduation, and families' involvement in their children's education. Position will report to the NCSHP Director. This position is a contract-based assignment for 10 months, working 2 days per week in both of the schools listed below with a half day per week for reporting/administrative work.

Work Location: Work locations of the program under the responsibility of the Coach are Cary High School in Cary, NC and another High School in Wake County (TBD).

Days per Week: 4.5 days per week (10 months). Monday and Wednesday in Cary High School and Tuesday and Thursday in Milbrook High School - typical hours are 9AM to 5PM.

Hourly Salary: \$17.00/hr (commensurate with education and work experience).

Dates of Contract: August 2015 to June 2016.

Probationary Period: 60 days

Professional Qualifications and Candidate Profile:

- Bachelor's degree in Education, Counseling, Social Work, or a related field in instruction/education;
- One or more years of experience in education;
- Minimum three years of experience working with Hispanic youth in an educational setting;
- Experience with the special problems of minority, and low-income students;
- Commitment to the target population and sensitivity to the educational needs of the target population;
- Demonstrated skills in academic, personal, and career counseling;
- Self-starter with a dynamic, out-going personality;
- Ability to multi-task, work independently and collaborative and meet deadlines;
- Computer skills including Microsoft Office, e-mail, and internet;
- Knowledgeable of NC High School graduation requirements and college access; and
- Bilingual/bicultural English and Spanish. Excellent communication skills in both languages.

Responsibilities: This position will plan and implement the day-to-day functions and activities of the ¡Gradúate! program. Specific job responsibilities include, among others:

- Promote the program via introductory meetings at schools and networking with community partners;
- Provide academic, career, personal coaching to students of targeted high schools;
- Arrange, implement, direct, and supervise After-School sessions;
- Coordinate and supervise the day-to-day interaction of mentors and volunteers with high school students;
- Facilitate and support the Juntos training and workshops for parents;
- Coordinate and facilitate weekly activities and bi-monthly mentoring opportunities;
- Provide program progress feedback to NCSHP Director;
- Collect evaluation data for the program;
- Coordinate and implement efforts with members of the target schools and surrounding communities;
- Maintain records of services provided; and
- Other duties as assigned

Application Procedure: All applicants must submit: 1) letter of interest; and 2) resume with two references.

Application Deadline: My 30, 2015

Please e-mail application and documents to:

bpasick@thencshp.org

For additional information or questions, please call (919) 467-8424.

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