



Post-Secondary Retention Coach

Job Description
FLSA Status: Exempt

Do you have a passion for assisting first-generation college students as they navigate post-secondary educational systems? Do you have an eye for identifying community resources? Are you a connector? A mentor? An advocate? If you describe yourself as a passionate educational advocate committed to assisting post-secondary students, then this is the right position for you!

Purpose: The "I Have A Dream" Foundation of Boulder County is currently seeking a Post Secondary Case Manager to support postsecondary students in their college and career pursuits. This position works out of Boulder, Colorado. This is a full-time, salaried position with benefits, and reports to the College & Career Director.

The mission of the "I Have A Dream" program is to empower children from under-resourced communities (Dreamer Scholars) to succeed in school, college, and career by providing academic, social, and emotional support from elementary school through college, along with post-secondary tuition assistance.

Responsibilities:

- Manage a caseload of postsecondary Dreamers, using holistic strength based case management approach to support persistence
- Coaches students in the development of education plans that are compatible with career and life goals and curriculum standards
- Co-ordinate the IHDF internship program, including student recruitment, bootcamp facilitation, interview superday, and matching students/employers
- Assists students in identifying and clarifying their academic and career goals, and tracks student progress
- Collaborate with program teams to establish connections with high school juniors and seniors
- Input and maintain student grade level, post-secondary enrollment (and major) in IHDF CRM.
- Support the coordination of community college/vocational week
- Assist College & Career Director with postsecondary student scholarship disbursements.
- Co-lead the Parents as Learners initiative with the Director of Parent Partnerships.
- Participate in staff training, retreat, and other required activities.
- Fulfill other related responsibilities as requested.

Requirements:

- Experience working with historically under representative communities
- 2-3 years of experience working in a post-secondary setting or with first-generation college students
- Knowledge of admissions, FAFSA, and scholarship submissions a plus
- Strong organizational, oral and written communication, and record keeping
- Reliable transportation, good driving record, and insurance
- Occasional evenings, weekends, and conference travel
- Bachelor's degree required

Preferred Skills:

- Fluent in Spanish/English

Compensation and Benefits:

- Salary range \$40,500-45,400/annual
- Competitive benefits (Health insurance, disability benefits, retirement, vacation, sick time, holidays)

An Equal Opportunity Employer, committed to diversity