



Job Posting: Post-Secondary Bridges Program Coordinator

Mission and Organizational Overview

Re:Source Cleveland is a 501(c)(3) nonprofit organization with a mission to serve international newcomers as they navigate challenges and collaborate with them to reach their dreams in Greater Cleveland. The organization was established in 2010 and works with a newcomer population that includes former refugees, humanitarian parolees, asylees, and individuals with Temporary Protected Status. Our organization's goals and objectives revolve around being responsive to the needs of northeast Ohio's newcomers as they rewrite the story of their families' futures in a new home. The organization's programs are critical to both the short- and long-term economic success and the social and emotional integration of these NEO community members.

Position Reports to: Bridges Program Manager

Salary: \$43,000 - \$47,000

Time Commitment: Full time, 40 hours/week, non-exempt

Position Overview:

The Post Secondary Bridges Program Coordinator will be responsible for leading high school transition, career, and post-secondary support initiatives for Re:Source Cleveland under the Program Manager's guidance. This position is responsible for representing Re:Source Cleveland's current and future youth pathways programs while building the organization's network and partnerships with educational institutions, career centers, and trades organizations. The Coordinator will build dynamic, thoughtful, and timely support systems for students in their senior year of high school and first two years of a post secondary pathway and will seek out opportunities to reach new stakeholders, institutional partners, and newcomer families.

RESPONSIBILITIES:

Transitional High School Support (16 hours weekly)

- Provide one-on-one and small group guidance for successful high school

- completion in preparation for transition to a post-secondary option
- Monitor progress toward graduation of 11th and 12th grade students
- Support Program Manager in design and coordination of field trips and site visits to employment sites, college or vocational training institutions for post-secondary option exploration
- Develop and maintain strong relationships with families to educate them about post-secondary options including trades, technical, manufacturing and higher education pathways in the US and assist them with understanding their role in their student's plans
- Assist students with English language proficiency to best prepare students for college-level language proficiency

Career and Technical Education (8 hours weekly)

- Provide educational information to students and team about career centers, technical colleges, skilled trades, and manufacturing
- Explore opportunities for guest speakers and trips to engage in these career paths
- Provide career and technical expertise to the Post-Secondary Bridges team to refer to when students at any site have an interest in exploring or applying to a program
- Develop partnerships with career and technical programs and recruiters

Post-Secondary Support (8 hours weekly)

- Provide logistical support through the transition from high school to post-secondary options including higher education or workforce development
- Support one-on-one and small group mentoring sessions for students during their first and second year of post-secondary engagement

Administrative Support (4 hours weekly)

- Collaborate in the design and implementation of new program initiation
- Prepare for and attend regular program administration meetings with Program Manager
- Maintain participant and attendance records

Other Organizational Support (4 hours weekly)

- Attend team meetings and be available to collaborate around special projects as needed
- Support clear and consistent communication between Re:Source and institutional partners
- Support cross-programmatic activities as needed
- Support annual Benefit event with preparation, on-site support, and wrap-up activities

QUALIFICATIONS:

Required:

- Commitment to the mission and values of the organization
- Interest in refugee and newcomer services
- Prior experience in areas such as college and career education, counseling, enrollment, and success
- Deep knowledge of U.S.-based public educational systems
- Direct experience engaging with persons of diverse educational, socioeconomic, linguistic, and ethnic backgrounds
- Demonstrated ability and success working with youth ages 16 - 24
- Ability to prioritize and manage multiple on-going projects in a fast-paced cycle
- Strong and clear verbal and written communication skills
- Ability to receive and respond positively to constructive feedback
- Comfort and fluency in computer skills, with ability to learn new programs and applications quickly on the job (Google Suite, Slack, Apricot, etc.)
- Ability to complete and pass a background check
- Valid Driver's License, clear driving record, valid personal vehicle insurance, ability to drive to multiple site locations and occasionally transport program students in organizational vehicles.

Preferred:

- Formal training in college counseling
- Previous experience with career education and facilitating partnerships with career centers, technical colleges, skilled trades, and manufacturing
- Previous experience partnering with bilingual or multilingual support staff in an academic setting
- Awareness of strategies such as social emotional learning, growth mindset, trauma-informed care, culturally sustaining practices, and others to support a whole-person approach to student well-being
- Additional language proficiency

PERKS

- Medical benefits with optional vision and dental coverage & health savings account
- IRA savings plan with employer contribution
- 12 paid holidays and generous PTO
- Yearly bonus
- Parental leave
- Flexible work schedule
- Join a diverse, creative, passionate, and talented team

Interested candidates should submit the following to Anelize Nader at anelize@resourcecleveland.org with the subject “Bridges Program Coordinator Application Materials”:

- Cover Letter
- Resume
- Three references