

Success Coach - NYCP

Position Title:	Success Coach – NYCP
Contract Term:	12-month position
Accountable To:	NYCP Program Director
Salary:	\$21.35 - \$23.18/hr

Summary of Program: The Turtle Mountain Native Youth Community Project (TM NYCP) is a Demonstration Grant for Indian Children focused on increasing and improving the college and career readiness of participating high school students. Youth opportunities include summer and monthly Weekend Academies, supplemental academic instruction, tutoring, leadership and community service. This is a grant funded program scheduled to end 9/30/2030.

Summary of Position: The Success Coach will coordinate and deliver college and career advisement and assist Native students in making successful transitions to further education, training, and employment. Must be able to work a flexible schedule when needed for grant activities.

JOB CHARACTERISTICS:

Nature of Work: Position requires ability to communicate effectively, have excellent organizational skills and provide leadership.

Personal Contacts: This position requires regular contact with the Program Director, college and high school staff, and program families. Dealing tactfully and courteously with all encountered.

Supervision Received: NYCP Program Director on a regular basis.

RESPONSIBILITIES:

- Provide leadership and ongoing strategic planning for college and career readiness for native high school students.
- Provide advising to students, individually or in groups, about college admission, financial aid, program of study, and career options.
- Assist in implementing, and monitoring activities of the project.
- Maintains, organizes, and submits necessary program documents and materials as required by the funding agency and TMC to document project activities.
- Focused on retention of students through a system of working with school and college grant partners, parents, and other grant partners to identify student challenges, needs, and opportunities to coordinate effective support services. Providing support services and referrals to other resources as appropriate.
- Coordinate assessments and student progress activities as needed. Including collecting student data to verify student grades, participation, and progress.
- Participates in recruitment and outreach activities for the program. Including, as needed, presentations and public speaking.
- Visit schools to maintain relationships with partners and program coordinating.
- Encourage and maintain healthy professional relationships between student/parents, program staff, program partners, college departments, partner schools, and the community to ensure project success.

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- Provide ongoing support for all contracted program staff.
- Performs other duties as required.

JOB REQUIREMENTS:

Knowledge: Knowledge of high school college and career readiness standards. Willing to seek and research online learning tools to understand and assist student's readiness to pursue college and/or careers. Knowledge of federal, state and tribal laws regarding students, records, privacy, and admissions. Knowledge of TMC policy and procedure, and mission statement.

Skills: Demonstrated strong interpersonal, verbal communication and writing skills. Self-motivated, ability to independently follow activities through to completion with minimal direction. Competent computer skills in MS Office (Word, PowerPoint, Excel).

Abilities: Must be organized, reliable, logical and rational under pressure; highly accurate in the maintenance of records; maintain a high level of confidentiality; follow verbal and written instructions; establish effective working relationships. Possess strong networking and communication abilities for working with students, school and college staff/faculty and community partners. Must be team oriented, yet possess the ability to work independently. Deals tactfully and courteously with college and grant staff, grant partners and the public. Observes work hours and demonstrates punctuality. Willingness and ability to work flexible hours to accommodate the needs of the program. May include hours outside of normal work hours and on the weekend.

Physical Demands: The position may require long periods of sitting and working on the computer and other office paperwork. Ability to infrequently lift and/or carry up to 20 lbs.

REQUIRED QUALIFICATIONS:

- Associate degree.
- 1-year work experience working with low-income individuals in the areas of academic goals, job placement and/or career assessment.
- 1-year experience working directly with students in a K-12 or college setting.
- Must have a valid ND driver's license.

PREFERRED QUALIFICATIONS:

- Bachelor's degree in Education, Social Work or related field.
- 2 years work experience working with low-income individuals in the areas of academic goals, job placement and/or career assessment.
- 2 years of experience working directly with students in a K-12 setting.