



Director of College and Career Counseling, Operation Progress LA

Operation Progress works in the community of Watts and South Los Angeles to empower underrepresented youth to become educated, ethical and productive adults who reach their full potential and positively contribute to society.

Position Overview

Reporting to the Executive Director, the Director of College and Career Counseling has both internal and external facing responsibilities, including supervising and overseeing all college and career counseling related matters, high school and alumni program development, academic case management, identifying student referral resources, leading student and parent workshops, serving as partner school liaison, pillar program development and implementation, relationship building with scholars and families, and executing data driven programs. The Director of College and Career Counseling partners closely with the Executive Director and Director of Youth Services to chart the growth of Operation Progress while overseeing the current ecosystem, and creating, implementing, and documenting new processes and procedures to complement programmatic growth.

Responsibilities include but are not limited to:

Operational Duties

- Implement consistent and strong operational processes and procedures.
- Supervise, build capacity, and actively engage program staff and interns.
- Ensure programmatic resources are leveraged, deliverables and goals are met, and best practices are implemented.
- Monitor scholar grades and implement plans to ensure academic goals are met.
- Continuously assess programs, record case notes updates, and manage data management in Apricot.
- Liaise with partner schools to assist in scholars' academics, behavior, and socioemotional growth, ensuring resources are available.

Programmatic Scope

- Support scholars to meet high school, college, career, and socioemotional milestones.
- Develop and execute a 9th – 12th College & Career Program and Alumni support initiatives.
- Lead expanded learning programs and team building experiences that expose scholars to meaningful experiences and resources.
- Match scholars with summer internships, enrichment programs, career specific academic programs on college campuses, and other programs that further develop interest and life skills.
- Provide strategies, advice, support, and guidance to scholars and families throughout the college application and decision-making stages.
- Assist scholars in identifying resources for scholarships and provide guidance in the financial aid process.
- Assist alumni through college course selection, financial aid awards, major declaration, and financial literacy workshops.

Programmatic Coordination

- Assist scholars in clearly developing and articulating SMART goals; ensure all scholars meet well-defined college readiness milestones.
- Coordinate activities and professional development opportunities with combined school program staff, ecosystem partners, and community organizations.
- Collaborate with program staff to administer assessments and collect scholar outcome data.

- Provide additional support, as needed to afterschool and summer bridge programs.

Pillar Program Development and Management

- Develop, manage, supervise, evaluate, and create budget analysis of High School and Alumni Pillar Programs.
- Manage and coordinate mentor-mentee activities.
- Lead Partner School Advisory Committee meetings and initiatives.
- Assist with recruitment and onboarding of new scholars.

Executive Director Support

- Assist with data analysis for board and grant reports.
- Support operations, strategic planning and analysis, and budget development and reporting.
- Assist with story sharing and narratives for marketing and communications.

Strong and dynamic candidates will have the following:

Required

- Master's degree in Counseling or Education
- 3-5 years' experience in a high school college counseling office or college admissions department.
- Experience working with and an appreciation for diverse learning communities.
- Experience working with high school and first-generation college households.
- Experience teaching college guidance workshops and supporting alumni post high school graduation.
- Possess a solutions-oriented mindset.
- Experience with data collection and reporting.
- Demonstrated ability to communicate effectively in writing and in person with diverse stakeholders.
- Excellent planning skills, high attention to detail, and an adaptable problem solver.
- Ability to transport scholars and drive to partner schools.

Preferred

- Spanish-speaking and bi-literate.
- Prior administrative experience at a high school.
- Prior experience with Apricot data management software.
- 2-3 years' experience supporting students in college.

Work schedule:

This regular full-time position is exempt and works year around (12 months). The work is performed on site with occasional visits to partner schools. The nature of the duties may require night and/or weekend events/work which may lengthen or shorten each workday individually. Post Covid-19, all positions have returned to in-person work, therefore no hybrid or remote work is available. The organization has a mandatory Covid-19 Vaccination Policy, and all new employees must submit proof of their Covid-19 vaccination and booster vaccine at the time their employment commences.

Compensation:

Salary is commensurate with experience. Full-time employees receive a robust benefits package including health, vision, and dental insurance, and a healthy holiday schedule and paid vacation.

How to apply:

Qualified candidates please email a cover letter and resume to ops@operationprogressla.org. Please add "Director of College & Career Counseling – Candidate" in the subject line.