

## **College Prep Coordinator at Breakthrough Santa Fe**

BREAKTHROUGH helps high-potential, under-resourced students reach their academic potential and go to college. Enrolling students in sixth-grade and serving them through high school, Breakthrough offers summer and after-school programming, tutoring, and mentoring. The goal of the Breakthrough: Students Teaching Students program is to empower students, both older and younger, as dynamic, successful learners, leaders and teachers.

Breakthrough is a tuition-free, comprehensive academic program that prepares motivated middle school students for success in rigorous college preparatory high school programs. The program provides year round education, counseling, and advocacy for a diverse group of students who have limited educational and economic opportunities. Breakthrough also provides a consummate professional development experience in education by giving talented high school and college students the opportunity to teach, design, and administer program under the direction of education professionals

Breakthrough Santa Fe is looking for a dynamic person to lead Breakthrough's College Prep Program. **Duties include:**

- Support Executive and Program Directors during summer program
- Lead summer student internship program
- Maintain and cultivate relationships with high school BT students
- Resource for high school 9-12<sup>th</sup> grade BT students and families on the path towards college
- Schedule and advise Breakthrough high school students and parents at one-on-one meetings
- Help with student recruitment and selection- help with student orientation and teacher orientation
- Attend yearly Breakthrough Conference
- Potential half-time position with Santa Fe Preparatory School

### **Qualifications:**

- Bachelor's degree required
- At least one year of teaching or related experience
- Proven management, organizational and leadership skills, including the ability to initiate and follow through on ideas and projects
- Proficient in Microsoft Word, and Excel
- Ability to work effectively in many different environments with people from diverse backgrounds (ethnic, socioeconomic, educational, professional)
- Excellent writing and communication skills
- A strong sense of purpose and vision for expanding educational opportunities for under-served youth
- A strong work ethic, love of learning and ability to juggle many projects at once
- Spanish bilingual preferred

### **Compensation:**

- The position is full time during the summer and half time during the school year. There is a possibility to also work half-time at Santa Fe Preparatory School if a match can be made
- Compensation is competitive and based upon education and work experience