



Hustle. Integrity. Community.

College Counseling Manager (two openings)

The Baton Rouge Youth Coalition seeks two uncommonly hardworking, passionate, effective professionals to serve as its full-time college counseling managers, who will primarily guide BRYC's high school seniors through the college application process.

Baton Rouge Youth Coalition Overview

BRYC is an after-school program that prepares high-achieving, under-resourced high school students – whom we call “Fellows” – to enter, excel in, and graduate from college so they can become full participants in society. We offer programming between 5:30-8:30pm, Monday through Thursday, and otherwise as needed. Our programs run from the beginning of August through the end of May.

Position Overview

Each college counselor manager should be a skilled, experienced educator capable of excelling in the following areas:

- **Senior Fellow Support:** Guiding 30-35 high school seniors through every aspect of the college application process, including college list construction, essay revisions, financial aid guidance, college transition support, and everything in between.
- **College Mentor Support:** Recruiting, training, and cultivating relationships with volunteer mentors, coordinating their ongoing involvement with BRYC, and providing the guidance they need to be effective in their roles as advisors to their Fellows.
- **Core Programs:** Three times per week, facilitating 20-30-person sessions in which seniors and their College Mentors complete college process work.
- **Partnership Building:** Driving resources and opportunities to BRYC by forging and cultivating relationships with colleges, corporations, and other community-based organizations.
- **Community Advocate:** This position, in which each full-time BRYC staff member serves, calls for the college counseling manager to support a multi-grade cohort of approximately 20 Fellows and facilitate monthly “Community Circles.”

Qualifications

Each college counseling manager should hold a bachelor's degree at minimum and have:

- A track record of effective teaching and ability to use data to improve instruction
- Experience executing the college application and financial aid processes with traditionally underrepresented youth
- A track record of building excellent cohort culture and one-on-one relationships with teenagers and their parents/guardians
- Strong time-management and organizational skills, and an ability to manage concurrent work and communication streams
- Proficiency with Microsoft Office and Google Drive applications

Compensation

- **Salary:** The salary range for this position is \$45,000-\$52,500, depending on the candidate's experience and qualifications
- **Insurance:** Near-full medical insurance coverage, and full vision, dental, life, and disability insurance coverage
- **Retirement:** 403(b) retirement plan with generous employer matching feature
- **Vacation:** Minimum of 10 flexible vacation days in addition to a winter vacation and at least 10 paid holidays
- **Professional Development:** \$500-\$1,000 stipend (in addition to salary) for relevant development opportunities
- **Other:** Fun, supportive, flexible, and growth-focused work environment, and a relaxed dress code

To Apply

Send a résumé, three to five professional references, and a cover letter expressing your interest in and qualifications for the position to Chelsea Werner (chelsea@thebryc.org), BRYC's director of college counseling. We are looking to fill this position by July 15, 2019.