



Director of Graduate Services

Achieve partners with families to empower motivated students from underserved Boston communities to close the opportunity gap. With middle school programming and support through high school and college, our community provides transformative academic and enrichment experiences and fosters enduring mentoring relationships that inspire confidence, learning and joy. Achieve offers students tuition-free year-round academic and social-emotional programming. Working with Achieve families, sending schools in Boston and our partner school, the Noble and Greenough School. Achieve is committed to holistically serving hundreds of students in middle school through freshman year in college representing many diverse ethnic groups, religions, and family backgrounds. For more information please visit www.theachieveprogram.org.

The Director of Graduate Services is a critically important leadership position at Achieve. This hire will collaborate with the team to create high-quality programming for some of Boston's most motivated, talented and deserving students. This person will be a vital resource for students as they transition from Achieve into high school and through successful completion of the first year of college. The Director of Graduate Services is expected to have experience working with underrepresented students, an understanding of the high school landscape in Boston, and experience in the college and financial aid process. This position provides an exciting opportunity to provide both direct mentoring and counseling to students, while also helping to shape and develop the future of Achieve. The position reports to the Executive Director.

Job Responsibilities:

Lead and build Achieve's graduate services program:

- **Engage Achieve scholars** through their high school years and into college.
 - Manage and oversee a comprehensive graduate services program.
 - Maintain consistent communication with Achieve scholars and their families.
 - Create regular points of contact to maintain student connection to Achieve.
- **Academic success** is paramount as our scholars prepare for college.
 - Track students' academic progress through advising sessions designed to assist with the transition to and through high school.
 - Create and implement interventions for students experiencing challenges in their high school years.
 - Ensure a high-quality data culture by establishing clear expectations for accurate and timely data collection and analysis.
 - Build strong relationships and partnerships with area Boston schools and nonprofits to support college and post-secondary placement.
- **Support school year and summer placement processes**
 - Encourage and support students in taking advantage of school year leadership and engagement opportunities.
 - Develop partnerships with organizations to provide summer opportunities.

- **College access**
 - Monitor and support students through the college selection and placement process.
 - Partner with high schools, families, and other nonprofits to assure Achieve students are appropriately supported in the college application process.
 - Build strong relationships and partnerships with area Boston schools and nonprofits to support college and post-secondary placement.
- **College transition**
 - Assist students in the transition from high school to college.
- **College success**
 - Monitor and support students through the completion of their first year of college.

Additional Responsibilities:

- Support academic and summer programming as necessary.
- At Nobles: Other coaching/teaching/advising positions TBD.

Qualifications

- At least 3 years of professional experience, with prior success in program management roles, preferably in an organization with a focus on education, children, youth, or families.
- Bachelor's degree is required, a Master's degree in education, nonprofit management, counseling, or related field is a plus.
- Experience with individual and group advising.
- Experience supporting students through the college process.
- Capable of dealing with sensitive issues and being discreet.
- Cultural sensitivity and humility in working with diverse and low- income populations, with an awareness of institutionalized racism and classism facing low-income communities.
- Ability to thrive within a small team environment and work collaboratively or independently as needed, with high degrees of personal initiative and accountability.
- Excellent organizational and time management skills, with attention to detail and accuracy.
- Excellent verbal and written communication skills.
- Active driver's license
- Knowledge of Boston area schools and educational landscape is a plus.
- Bilingual English-Spanish/-Haitian Creole/-Vietnamese/-Cape Verdean Creole is a plus.
- Humor and Flexibility

Achieve offers a competitive salary along with an excellent benefits package that includes, health and dental insurance, FSA reimbursement accounts (health care and dependent care), life insurance, short-term and long-term disability, and 403(b) plan.

To Apply:

Please share a resume and thoughtful cover letter, outlining how your skills and experience meet the qualifications of the position and stating how you heard about this opportunity (PDF format) to:

Reginald Toussaint, Executive Director
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