Achieve Fellow

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.

Nobles is a rigorous academic community dedicated to motivating and inspiring students to achieve their highest potential and to lead lives characterized by service to others. A co-educational, non-sectarian independent day and boarding school for students in grades seven (Class VI) through twelve (Class I), Nobles has a current enrollment of 620 students—including 50 five-day boarders. Every year Nobles hires Fellows (for a two-year position) in various disciplines and departments. Fellows work with mentors, become fully immersed in the life of their departments, as well as coach and mentor students in our afternoon and residential programs: athletics, community service, and the arts. Housing is often available and part of the compensation package.

The Achieve Fellow will be a critically important part of the Achieve team. This person will work in collaboration with the directors to create high-quality programming for some of Boston's most motivated, talented and deserving students. With responsibility for both academic year and summer programming, this job will include significant interaction with students as well as opportunities to collaborate and plan a broad variety of programs. 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:

● School Year Programming
  ○ Plan, coordinate and oversee our core program during monthly Saturday sessions including lesson planning, coordination, and logistics
  ○ Collect quarterly report cards to identify student needs and coordinate necessary interventions
  ○ Plan and execute our annual college visit
● Tutor recruitment, selection, orientation, and training
  ○ Achieve utilizes Nobles high school student tutors for our Saturday programming
● Student Recruitment and Admissions (including school visits and applicant selection)
● Summer Organization and Planning
● Support graduate services program as necessary
● At Nobles: Other coaching/teaching/advising positions TBD.

Qualifications
● Bachelor’s degree is required
● Experience working with young people from under-resourced communities.
● 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/-Cantonese/-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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