



## Achieve Alumni Fellowship- Facilitator Job Description

Achieve partners with families from Boston to empower motivated students and close the opportunity gap. We provide transformative academic and enrichment programming from middle school through the first year in college. Through a supportive and joyful environment, we foster enduring confidence and agency in our scholars. For more information please [visit www.theachieveprogram.org](http://www.theachieveprogram.org).

Beginning in Fall 2022, Achieve is launching a new initiative called the “Achieve Alumni Fellowship”. Program alumni in their freshman and sophomore years are invited to apply for the program. If selected, they will commit to attending 100% of the Saturday sessions where they will receive a combination of academic skills support and socioemotional programming. If they complete all of the program sessions, students will receive a stipend.

This Achieve Alumni Fellowship Facilitator will collaborate with the Director of Graduate Services to implement high-quality programming for the pilot cohort of Alumni Fellows.

### Job Responsibilities:

- Must be available on the following dates from 9- 11:30 AM: 9/10, 9/24, 10/15, 11/5, 11/19, 12/10, 12/17 as well as 6- 8 Saturdays in the spring (dates TBD).
- Facilitate academic skills lessons and socioemotional/advisory-based lessons with a small group of Achieve Alumni Fellows (8-10 students).
- Connect with Alumni Fellow high school contacts to monitor students’ academic progress.
- Design and implement targeted academic tutoring as needed.

### Qualifications:

- Bachelor’s degree is required, a Master’s degree in education, counseling, or related field is a plus.
- 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.
  - Experience with individual and group advising is a plus.
  - Bilingual English-Spanish/-Haitian Creole/-Vietnamese/-Cape Verdean Creole is a plus.

This position would receive a \$3,000 stipend for the year.

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 [achieve@nobles.edu](mailto:achieve@nobles.edu).