

## College Coordinator (full-time)

### Overview of Coaching4Change, 501(c)(3):

Coaching4Change (C4C) mobilizes 150+ college students to serve low-income K-12 school districts, expands pathways for student success and builds a pipeline of future educators. We do this by recruiting, training, and placing local, talented, and diverse college students to support school improvement initiatives aimed at increasing student engagement and improving school culture and climate. Additionally, over 60% of our college students identify as people of color, because we know representation in schools matters. Professional educators supervise and coach the college students, creating a near-peer mentoring model that promotes growth opportunities for all participants.

### The Position:

We are looking for a College Coordinator to join our growing team! The College Coordinator holds a key role in creating a collaborative, fun, and impactful experience for college mentors to best support K-12 students in over four partnering communities. The core of our program model's approach hinges on the successful hiring, training, and support of college mentors.

### What You'll Be Doing:

With your enthusiasm and people skills, you'll join the [RI + Southcoast MA Hub](#) to lead placement, training, and general support for a portfolio of up to 50 mentors.

- Perform interviews, matching, paperwork for college mentor applicants & hires
- Implement mentor orientation, training events, & on-going technical assistance
- Conduct college mentor development via check-ins, office hours, & site visits
- Co-lead network-wide mentor Community of Practice with other College Coordinators
- Continuously evaluate college mentor program for improvements & growth opportunities & implement necessary changes
- Update & maintain mentor handbook & materials
- Report to & support Hub Manager's work with partner school staff
- Support college awareness and year-round recruitment strategy
- Assist C4C's HQ team on special projects, as needed

### Who You Are:

If you're an individual passionate about serving youth and believe in the power of mentoring, this job is for you. We're looking for a results-driven team player who is ready to contribute to a work environment that values integrity, adaptability, reliability, collaboration, a commitment to learning, and a sense of humor.

- **Relationship-driven:** You bring empathy, openness, responsiveness, encouragement, approachability, and understanding of diverse perspectives
- **Self-starter:** You take initiative, are resourceful in solving problems, maximizing resources and are comfortable in a fast-paced, dynamic, and ever-evolving environment
- **Team-player:** You're a collaborator, ready to roll-up your sleeves and take on a tasks outside your scope of work to help others get the job done in a cooperative manner
- **Process-oriented:** You have an interest in building and maintaining organizational systems and using data/learning to improve practices and ways of working

- **Coalition-builder:** You are comfortable and skilled at communicating with diverse audiences and demonstrate cultural competencies with a variety of stakeholders

### **Life at C4C:**

We pride ourselves in creating a friendly, fun, and inclusive environment. Below are a few reasons to join our growing team!

- The ability to do your job in a supportive and flexible environment
- A place where you can be creative, introduce ideas, and truly own your work
- Make genuine connections with the team, our college students and our school partners
- Know that you're making a real impact in the lives of students who need it most

...and enjoy a range of benefits including:

- Flexible working policy
- Flex paid vacation, holiday, sick, and personal time
- Health insurance
- Professional development opportunities
- Off-site team community building time

### **Compensation:**

- \$40,000-\$45,000 annual salary
- Full-time, hybrid position with flexible working hours
- Frequent travel within RI & Southcoast Massachusetts required

### **TO APPLY:**

Please upload your resume and a thoughtful cover letter: [C4C College Coordinator Applicants](#)

This is an excellent entry-level opportunity (0-3 years work experience) for those who are interested in impact-driven non-profit work. College degree & experience working with youth preferred, but not required.

C4C strives to create a work culture that fosters a sense of community, values work-life balance, and is inclusive and equitable. We recognize that people are more than what's on their resume and strongly encourage those of all backgrounds and perspectives to apply.

*Coaching4Change, Inc. is an equal opportunity employer that is committed to diversity, equity, and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, gender identity, religion, sexual orientation, ethnic or national origin, physical or mental disability, genetic information, age, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. C4C makes hiring decisions based solely on qualifications, merit, and business needs at the time.*