



DREAM BIG. WORK HARD. WE'LL HELP.™

## College Coach Job Description

### Job Summary:

**I Know I Can (IKIC)** is a non-profit college access organization established in 1988 with a mission to inspire, enable and support Columbus City Schools (CCS) students as they pursue and complete a college education. Under a new partnership with Franklin County Jobs and Family Services, we are expanding our mission to include students and families in Southwestern and Whitehall School Districts. Our Coach positions will focus on various aspects of career and college readiness and planning with a focus on the early high school years—9<sup>th</sup> and 10<sup>th</sup> grades. Positions vary and may be school or non-school based.

IKIC achieves its mission by providing access to the materials, financial support, mentoring, and counseling services needed to help students and their families overcome barriers and achieve their college dreams.

### Essential Duties and Responsibilities:

**If school based, all activities performed in this position occur in close collaboration with the school counselor and principal, teachers and staff. If non-school based, collaboration is with non-profit partners.**

- Works to create a college and career-going culture in the 9<sup>th</sup> and 10<sup>th</sup> grades using real-time data as well as a college and career strategic planning tool (Naviance or Xello).
- Meet individually with students and families to provide support and guidance in the process of preparing for college and career, including: high school preparation and transition, college and career knowledge, financial preparedness, interview skills, resume building and college admissions preparation.
- Provide group presentations, large and small, for students, parents and other constituencies.
- Work to increase college and career readiness, by educating students, families and community collaborators on the programs and services provided by the organization
- Assist and lead after-school (evening and weekend) college and career planning activities pertaining to Blueprint:College (parent seminars on college readiness)
- Participate in activities to ensure strategic planning around career and college readiness
- Manage data on college and career planning activities to ensure students are completing necessary milestones
- Provide timely updates and data reports on status of achieving individual and organizational goals
- Attend IKIC staff meetings

### Qualifications:

- Bachelor's degree required with experience in education, counseling, college access or other related field
- Ability to effectively communicate and carry-out **I Know I Can's** mission throughout our partner districts
- Focus on serving students and families with excellence

- Ability to work in a virtual environment
- Excellent oral and interpersonal communication and public speaking skills
- Ability to work in a fast-paced environment, initiate activities and work independently
- Ability to use data to inform decision-making
- Strong commitment and passion for promoting access to higher education and career preparation for everyone
- Ability to work on teams and in groups
- Strong knowledge of Microsoft Office Suite required

**Interested candidates should send cover letter and resume to:**

**Kim Hayes, Director of Finance and Operations**

**employment@iknowican.org**

**I Know I Can • 1108 City Park Ave. Suite 301 Columbus, Ohio 43206**

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