

Position: Student Success Center Coordinator (Full-Time)

Reports to: Director of Workforce Development

Role Summary: The Student Success Center Coordinator is an employee of Philadelphia Academies, Inc. (PAI) based at Mastbaum Area Technical Vocational High School to create, facilitate and grow a new “Student Success Center” whose goal is to address gaps present in student achievement and social-emotional wellness at Mastbaum. Through structured activities, affinity groups, and wellness supports before, during and after school, the coordinator will work with Mastbaum administration, teachers, non-profit partners and industry professionals to create a new and central community hub in a newly renovated library space on campus. In addition, the coordinator will be responsible for gathering, tracking and reviewing data to help inform activities that are most needed, and tailor services to specifically identified sub-groups of students to positively impact academic and personal success.

Who We Are: Philadelphia Academies, Inc. (PAI), was established in 1969 to address the dropout crisis plaguing Philadelphia schools through a Career Academy Model which has since been replicated nationally by over 8,000 schools. Today our programming focuses on Workforce Development Initiatives, Teacher & School Leader Support, and real-world Career Experiences. These efforts are designed to focus on generating post-secondary opportunities better suited to achieving our mission.

The ideal candidate for this position will be proactive, detail oriented, an excellent communicator and relationship builder, creative, positive, and a team player who is passionate about working with students to support their long-term success.

Effective October 29, 2021 Philadelphia Academies, Inc. requires all employees to be fully vaccinated with an FDA authorized and/or approved COVID-19 vaccination as a condition of employment.

Key Duties and Responsibilities Include:

- Identify, plan, coordinate and implement events, activities, and ongoing programming at Mastbaum’s Student Success Center (SSC), including but not limited to: college and career supports, student interest clubs, academic supports/tutoring, discussion groups, game days, craft projects, affinity support groups, mentoring clubs, etc.
- Function as the direct point of contact for teachers, business partners, PAI colleagues and other non-profit partners on all SSC activities, and work with these groups to recruit their leadership and participation in planned groups and activities.
- Work closely with Mastbaum AP and Team to plan Thematic Support Days (including Academic Support, Social Work Days, Positive Incentive Days, Career Days, Athletic Days, Club Days, etc.)
- Collect and track a variety of program and student data, including: attendance, participation in events, grades, college acceptance, partner participation, feedback surveys, etc.
- Based on data and staff recommendation, prioritize student cohorts for engagement in SSC activities in collaboration with Mastbaum stakeholders and staff. Anticipated cohorts include

Wellness Cohort, Daily Report Cohort, and Attendance Cohort.

- Manage discretionary spending budget.
- Serve on Mastbaum Community Partner Council
- Attend bi-weekly meetings with Mastbaum administration/counseling team
- Manage the SSC library resources, including books, career resources, etc.
- Provide summer site-based support to students involved in summer internships.
- Participation in all PAI signature events and fundraisers.
- Other duties as assigned.

Qualifications include:

- Bachelor's degree with 2 years of relevant experience preferably in youth development, program development, education or a related field.
- Experience working with high school students and/or staff in an urban context.
- Culturally competent and eager to work in a diverse work environment.
- Ability to effectively work with representatives from schools, business, non-profits, educational institutions, government agencies, and all levels of management and staff.
- Able to follow directions, work collaboratively, and advance work individually.
- Passion for racial equity and commitment to applying an equity lens to all that you do.
- Excellent organizational skills and attention to detail; ability to effectively manage multiple projects at once.
- Self-motivated, with a demonstrated ability to take initiative, anticipate needs and exercise independent, sound judgement.
- Strong time-management skills, including the ability to prioritize tasks and function in a fast-paced, deadline-driven environment.
- Proficiency in Microsoft Office Suite required.

Hours: 8-4 pm Monday through Friday. However, occasional evening hours for special events are required.

Salary Range: \$53,000-60,000, with full benefits package including but not limited to Health, Life Insurance, Paid Time Off and 401K.

Please submit a cover letter with salary requirements, a resume and three professional references to Cheryl Lafferty, Senior Program Director: clafferty@academiesinc.org.