



PEAK EDUCATION  
REACH HIGHER

## **Middle School Program Coordinator**

**Location:** Colorado Springs, CO

**Reports to:** Jasmine Rainey, Director of Postsecondary Access and Success

### **Why Work at Peak Education?**

At Peak Education, we're more than a college and career resource—we're a dynamic, mission-driven team committed to unlocking the full potential of students throughout the Pikes Peak Region. We envision a world in which all youth have equal opportunities to reach their dreams, and in which educational attainment and meaningful careers are open to all regardless of their circumstances. We believe that self-determined and fulfilled individuals strengthen our collective future. Since our founding in 1997, Peak Education has been a trusted and engaged force in the Colorado Springs community. What began as a scholarship and support program for a handful of high school students has grown into a full-scale college and career readiness initiative serving over 400 students and families annually. Our deep roots and longstanding relationships with schools and community partners make us uniquely positioned to create real, lasting change.

### **Job Description**

The Middle School Program Coordinator will play a critical role in supporting high school students through delivering engaging in-school presentations and workshops, providing one-on-one advising, and assisting with college and career planning. The position also includes coordinating family engagement workshops, supporting leadership initiatives, with occasional weekend workshops and volunteering opportunities for middle and high school students. This role offers the flexibility to work from home one day per week.

### **Essential Duties and Functions**

#### ***Middle School Program:***

- Coordinate and schedule monthly school sessions with school partners to ensure consistent engagement and alignment with program goals.
- Host presentations and workshops at partner schools for 7<sup>th</sup> and 8<sup>th</sup> grade students.
- Develop and deliver engaging content tailored to student needs and interests.
- Assist with facilitating occasional weekend workshops for middle and high school students.
- Occasionally accompany students to college and career fairs, volunteering activities and other experiential learning opportunities outside of school hours to enhance their educational experience.
- Assist with new student recruitment.
- Other duties as assigned.

#### ***One-on-One Student Advising:***

- Conduct individual meetings with middle school students.
- Provide personalized guidance and support to help students achieve their academic and career goals.

- Assist the high school programs coordinator with one-on-ones at larger high school if needed during key months.
- Support students with applications for summer programs and other opportunities.

***Leadership Academy, Ambassador Program and Summer Support:***

- Support the high school programs coordinator with our Chick-fil-A Leaders Academy, a middle school and high school program that equips students with leadership skills through monthly meetings, community service projects, and hands-on experiences.
- Collaborate with the Middle School Program Director to plan and run Future Scholars Academy, our middle school summer program in July.
- Coordinate and co-lead our new Youth Health Ambassador Program in conjunction with outside facilitators during the school year.

***Family Engagement and Volunteering***

- Establish and maintain strong relationships with families, providing resources and opportunities for involvement in their student's academic and extracurricular development.
- Plan and coordinate family workshops, meetings, and events that foster community engagement and support college and career readiness.
- Identify, coordinate, and develop bi-monthly volunteering opportunities for students and families, fostering a culture of service and community involvement.
- Track and assess the effectiveness of family engagement and volunteer initiatives, adjusting strategies to improve participation and impact.

**Required Qualifications**

- Bachelor's Degree
- Experience in 6-12 educational setting
- Strong verbal communication and writing skills
- Strong interpersonal skills
- Ability to work autonomously and be self-directed
- Strong organizational and analytical skills and ability
- Ability to intermittently work nights and weekends as needed
- Commitment to diversity, equity and inclusion and educational equity including personal or professional experience working with low-income and/or diverse communities
- Community engagement and/or college admission experience
- Ability to synthesize data to report on student progress and benchmarking
- Ability to drive and valid driver's license
- Ability to pass a comprehensive background check

**Preferred Qualifications**

- Previous experience facilitating a middle school program
- Experience successfully leading family engagement and service learning initiatives.
- Previous teaching experience
- Bilingual in 2 or more languages (Spanish preferred)

## **Compensation & Benefits**

- The expected pay range for this role is the equivalent of \$47,500 - \$57,000 annually
- This position is classified as FLSA non-exempt.
- The expected work schedule is 40 hours per week, with occasional evenings and weekends as needed. Occasional overtime may be required.
- Two health insurance options, including a choice between a high deductible plan with an employer-matched Health Savings Account and a traditional plan
- Dental Insurance
- Vision Insurance
- Life / Disability Insurance
- 403(b) with up to 5% employer match (of employee contribution)
- Nine paid holidays each year
- 20 days of vacation each year
- Seven sick days each year
- Flexible work schedule with the option to work from home one day per week.

## **Instructions to Apply:**

Please submit a resume and cover letter outlining your qualifications and interest in the position to Jasmine Rainey (Director of Postsecondary Access and Success) at [jasmine@peakedu.org](mailto:jasmine@peakedu.org). Application consideration is rolling and will remain open until the position is filled. Priority consideration will be given to applicants who apply by Close of Business May 16, 2025.

*At Peak Education we are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates*