



College & Career Advisor

Job Description: We seek a passionate and committed professional, believing youth can rise above obstacles and stay engaged in school, graduate, and enter postsecondary education pathways. Peak Education (501c3) and Colorado Springs District 11 have collaborated to staff a position in the newly created District 11 Future Centers. The Future Centers Initiative is designed to connect high school students to career experiences and post-secondary options. The position will guide and support students and their families through career opportunities and the college application process while coordinating closely with district officials, principals, and counselors to complement existing pre-collegiate programs. This position supports high school counselors in the student completion of their Individual Career and Academic Plans.

They will also serve as a point of contact for Peak Education Scholars in District 11 High Schools, assisting and supporting with school-based Peak Education programming and 1:1 check-ins.

This position is an extension of the Peak Education team within District 11 partner schools and Future Centers.

Location: Colorado Springs, CO – alternating between Peak Education office and Future Centers in District 11.

Classification: Full-Time Exempt Position

About Colorado Springs District 11: At Colorado Springs District 11, we have 58 schools and alternative educational opportunities to provide each student with a unique educational experience. We dare to empower the whole student to profoundly impact the world. D11 Future Centers empower students to develop and realize their future by providing career and college experiences, offering diverse options, and ensuring they thrive in their chosen path.

About Peak Education: Currently serving nearly 400 students from lower-resourced backgrounds in Colorado Springs from 7th grade through the completion of college, Peak Education walks alongside youth as they prepare to pursue the education and training they need to reach their dreams – illuminating the possibilities after high school, guiding them as they chart their course, and providing support, resources, and skills to equip them for the journey. In Colorado Springs, Peak Education is the only non-profit, community-based organization with a focus on closing the gap between city public schools and the state and national enrollment rates.

Job Responsibilities:

Future Center Support in District 11

Collaborate with College and Career Counselors and Advisors and teachers to deliver college readiness and postsecondary access services to high school students and their families. Including:

- Support and collaborate on college access programming including, but not limited to; college application process, career advising, college campus visits, interface with admissions officers, financial aid advising, scholarship assistance, FAFSA/CAFSA submission and college enrollment step completion (including the development of a plan to ensure matriculation of graduating seniors over the summer).
- Collaborate with school counselors & work-based learning coordinators to promote all college pathways including technical, two-year (including Dakota Promise) and four-year opportunities.
- Collaborate with school administration, counselors, staff and community partners to coordinate and/or deliver specified 9-12th grade services focused on college and career awareness and early preparation.
- Utilize technologies to assist students in the college enrollment and financial aid application process.
- Prepare Data and Reports to demonstrate the progress of Future Center impact and scope.
- In collaboration with school counselors, co-manage the operation of Future Center(s)
- Coordinate in-school college representative, career & technical, and military branch and campus visits.
- Organize career tours and career speaker events including transportation of students.
- Participate in staff, program, and advisor meetings and professional development opportunities and assist in the planning and facilitation when appropriate.
- Other duties as assigned.

Peak Education

Serve as an extension of the Peak Education staff in District 11 high schools. Including:

- Support Peak Education Scholars attending D11 high schools.
- Support Associate Director of High School Programs with 1:1 meetings with Peak Ed Scholars
- Maintain current, accurate records of student engagement, and document interactions in client relation manager (CRM).
- Deliver clear, concise, and tailored communications across various platforms to program stakeholders (students, mentors, guardians, school staff, and community partners).
- Strategize with senior leadership to develop and enhance organizational knowledge of college counseling practices.

Skills and Abilities:

- Experience in higher education admissions, financial aid, FAFSA/CAFSA or other relevant experience in college preparatory services, career/workforce development, or in a related field is preferred.
- Experience working with underserved middle school and/or high school youth and their families.
- Strong oral communication, presentation (including classroom management) and writing skills.
- Strong organizational skills, attention to detail, accuracy, and timeliness with assigned tasks.
- Proactive problem-solver who demonstrates initiative and ability to work individually on a team.
- Possesses a growth mindset, ability to problem solve, and adapts quickly to changing needs.
- Ability to use a variety of technology tools including databases, various software programs, internet tools, and communication tools.
- A demonstrated ability to be a team player, create a positive workplace culture, and experience empowering youth and their families.

- Ability to work occasional weekends and evenings.

Qualifications:

- Bachelor's Degree in related field
- At least two years of direct experience working with low-income youth or youth who face significant barriers to college enrollment
- Ability to drive and possess a valid driver's license
- Ability to pass a comprehensive background check

Preferred Qualifications:

- Bachelor's or master's degree in education, counseling, social work or a related field
- At least 3-5 years of direct experience working with low-income youth or youth who face significant barriers to college enrollment
- Fluent Spanish speaker
- Previous experience with a data management system
- College Counseling, Financial Aid, or College Admission experience
- Experience with program and curriculum development

Compensation & Benefits

- The expected pay range for this role is \$55,000 - \$62,000 annually
- 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)
- 9 paid holidays each year
- 20 days of vacation each year

Application Process

Please submit a resume and cover letter outlining your qualifications and interest in the position to Nataya Sanchez (Operations Manager) at nataya@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 the Close of Business on July 5, 2024.

For additional information about the position or to learn more about Peak Education, please contact Pedro Ramírez at pedro@peakedu.org or 719-492-0263.

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