Rhode Island College Coordinator (full time)

Overview of Coaching4Change, 501(c)(3):
Coaching4Change (C4C) mobilizes college students to serve low-income K-12 school districts, expanding pathways for student success and building a pipeline of future educators. Over the last decade, CEO Marquis Taylor and Co-Founder Pete Berman have developed a model to recruit, train, and place local, diverse, and talented college students to support school improvement initiatives aimed at increasing student engagement and improving school culture and climate. With over 60% of C4C college students identifying as people of color, C4C increases diversity among adult leaders in school buildings who provide individualized attention to the elementary and middle school students they serve. Professional educators supervise and coach the college students, creating a cross-age mentoring model that promotes growth opportunities for all levels of C4C participation.

Each partnership is tailored to meet the needs of the partnering school, including virtual and in-person experiences that can be implemented during the school day, after-school, or during vacation time. C4C co-designs the college student placement experiences with the school partner leadership teams, then continues to provide ongoing support to the college students, school leaders, and supervisors throughout the life of the partnership.

Overview of the Position - College Coordinator:
- The college coordinator holds a key role in advancing C4C as we expand to our second region (Rhode Island).
- College coordinator is a dual-role position focused on building and executing a college awareness and recruitment strategy and leading placement efforts in order to meet our strategic goal of placing 75 college students in 15 schools serving 1,000 4th-9th graders in 3 years.
- College coordinator is often the first point of contact for our college students and is tasked with ensuring potential candidates understand the values of C4C and the important role they can play in supporting students.
- College coordinator provides a critical level of support and ensures a collaborative, fun, and impactful experience for college students.

Key Outcomes for Year 1:
- Implement a recruitment and marketing plan on 4 college campus
- Hire and support 8 brand ambassadors across four campuses
- Build a college pipeline of 50+ college students
- Hire 15+ college students for Rhode Island
- Create a supportive environment whereby 75% of college students indicate satisfaction

Responsibilities:
- Lead the recruitment, screening/interviewing, and placement of college students.
- Build, hire, and train a multi-campus recruitment team of brand ambassadors.
- Work with HUB manager to partner with universities and colleges to source talent for C4C placement.
- Build relationships with academic departments, professors, career services centers, student and alumni organizations, and identify additional partners.
- Develop and document a campus recruitment strategy and calendar, including organizing and planning events; career fairs, virtual events, informational sessions, campus interviews, etc.
- Manage online recruiting platforms such as Handshake.
Analyze campus recruitment data, stay current on campus recruitment trends and adopt best practices.

Manage college students placed in our schools via training, events, check-ins, and site visits.

Support college student professional development and growth by identifying resources and planning mentor events as part of a larger Community of Practice.

Explore and research relevant practices for alumni engagement.

Support HUB manager and national C4C team on special projects, as needed.

Qualifications

- Experience in and passion for working in the field of education and/or youth services will be beneficial
- High level of enthusiasm and excellent interpersonal and communication skills
- Ability to design and implement recruiting and project management strategies
- Drive to hit targets and deliver results while handling multiple work streams and deadlines
- REQUIRED: Associates Degree or equivalent experience
- PREFERRED: Bachelor’s Degree

Values-based Competencies:

- Organized, Self-motivated, Creative Problem-Solver, Embrace team culture
- Service-Oriented: Flexible to meet the needs of C4C partners
- Entrepreneurial: Able to take risks, handle challenges positively, and learn from failure
- Flexible: Comfort in the unknown, willing to pivot, seek/incorporate feedback from team members
- Curiosity: Willing to ask questions, explore ideas, and discover innovative solutions

Salary and Compensation:

$40,000-45,000 annual salary depending upon experience plus an excellent benefits package. This position is a full-time, hybrid position with flexible working hours.

Coaching for Change, 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, sex, religion, sexual orientation, national origin, disability, genetic information, 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. Coaching for Change, Inc. makes hiring decisions based solely on qualifications, merit, and business needs at the time.

TO APPLY: Please send a cover letter, resume, and references to Sheryl Marshall at sheryl@c4cinc.org.