



Achieve Success Coach Job Description

Updated: August 2023

About Achieve Miami:

At Achieve Miami, we believe in the potential of every child. We partner with educators, students, and schools to bridge disparities, provide meaningful educational experiences, and demonstrate the power of students learning with and from each other. Through programs like Achieve Saturdays, Achieve Music, Achieve Scholars, and the Achieve Club, Achieve Miami is working to ensure that every child has the opportunities they need to succeed.

Achieve Success Coach Job Description	
Job Purpose	Achieve Success Coaches work with low-income, first-generation, or academically disadvantaged students to develop social, academic, and cultural competence to achieve their post-secondary goals. Success Coaches serve as the liaison between their high school and Achieve Miami to ensure implementation and successful progress towards program objectives.
Compensation	\$25-\$30 per hour 8 hours (maximum) per week
How to Apply	Please apply here .
Duties and Responsibilities	Achieve Scholars <ul style="list-style-type: none">● Provide progressive, one-on-one college and career advising to a cohort of 15 - 20 students during the academic year.● Coordinate and conduct bi-weekly workshops, as provided from Achieve Miami, to provide guidance for high school and post-secondary success, such as:<ul style="list-style-type: none">○ Career Planning○ College Selection○ ACT/SAT Tutoring○ Financial Aid/FAFSA○ Admissions/Scholarship Applications● Facilitate annual recruitment at the high school with a focus on rising upperclassmen during the academic year for the Achieve Scholars Program● Meet weekly with fellow Achieve Success Coaches and Achieve Miami's High School Staff to reflect on and plan for upcoming workshops, activities, etc.

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	<ul style="list-style-type: none">● Assist with student and program data collection to ensure students are on track to graduate during the academic year. This includes tracking participants' academic progress (nine-week grades, semester grades, and standardized test scores).● Counsel, monitor, and maintain records of student attendance and participation to provide ongoing effective feedback to students, including tracking their progress towards statutory requirements for the program.● Chaperone small group visits to local and national college campuses, if applicable.● Collaborate with the school administration, counselors, and CAP Advisors to enhance student success and experience.● Optional: Provide fundamental support to the Achieve Saturday programming. <p>Miscellaneous</p> <ul style="list-style-type: none">● Inform/recruit students at their school to attend Achieve Saturday programming.● Perform other related duties, as assigned.
Hiring Manager	The hiring manager for this role is Lauren Bien-Aime, Director of High School and Alumni Programs at Achieve Miami. Please reach out with any questions (lauren@achievemiami.org).