



- Position:** Community Outreach Coach
- Reports to:** Executive Director
- Salary:** \$41,900 - \$56,565. Salary is commensurate with experience
- Hours:** 37.5 hrs/week. Full time, flexibility for occasional evening and weekend events
- Term:** 1 year funded position, with the possibility of extension
- Location:** Hybrid, with extensive travel across the province. Open to candidates in NS
- Start date:** April 2024
- Deadline:** **March 6 2024 at 11:59PM ADT**

About PREP Academy

The PREP Academy is a community based non-profit organization that inspires and prepares African Nova Scotian students for college and university. We coach students in Grades 10, 11, 12 and continue to provide wraparound supports as they transition and complete college and university. We provide students and parents with access to resources and information, and help them navigate processes. Our culturally informed programs guide students as they plan, prepare and pursue college and university directly after high school.

Launched in Spring of 2021, The PREP Academy is experiencing an exciting period of growth - in organizational capacity, community partnerships, program launches and intended impact within the African Nova Scotian and education community.

Statement of Intention: To ensure students see themselves represented in positions of positive influence, this role is dedicated only to African Nova Scotian applicants with ties to historic African Nova Scotian communities. Please self-identify in your cover letter. For more information and details on who we serve, please visit www.theprepacademy.ca/about-us



Position Summary

We are seeking a motivational and confident individual to facilitate college and university preparation workshops and information sessions to African NS high school students and Black-serving youth organizations across the province. PREP's goal is to expand its reach and offer information and support to African NS students and their parents who are not currently engaged in a PREP Academy Cohort Program.

The Community Outreach Coach will travel to different schools and community locations and teach students about college and university benefits, choosing an academic program and school, entrance requirements, admissions, scholarship applications, and tips to be successful in college or university. In addition to facilitating group workshops and information sessions, the Community Outreach Coach will offer one-on-one support that is tailored to individual student needs, giving specific support and guidance on the postsecondary navigation process.

To be successful in this position you must be able to easily relate and build relationships with students, have knowledge about the college and university pathway and understand the barriers to college and university faced by African Nova Scotian students.

Position Responsibilities

Community Engagement & Program Delivery

- Facilitate in-person and online workshops for African NS high school students, Black-serving youth events, camps, programs and community groups
- Coordinate with external partners, organize venue rentals, workshop meals, prints for workshop takeaways, and travel accommodations
- Represent PREP by attending events & coordinating pop up booths
- Distribute, collect and track feedback surveys to understand community response to PREP's Community Outreach services
- Seek opportunities and manage incoming requests for community workshops



Student Engagement & Coaching

- Offer an open and support environment where students and parents can access one-on-one virtual and in-person support and advice as they navigate their educational journey
- Help students define and achieve goals as they prepare for college, university and beyond by developing individual Student Success Pathway Plans
- Be proactive with your advice as you help students navigate resources and opportunities that prepare them for college and university
- Be resourceful in finding and sharing scholarships, open houses, webinars, online and in-person events that relate to student goals
- Create resources and student handouts for workshop attendees
- Assist in the team in other areas as needed

The Ideal Candidate

The ideal individual is motivational and influential to others, they demonstrate confidence and can easily engage and communicate with high school students. They have a welcoming and positive attitude and energy that keeps students engaged. They are a self-directed individual who takes initiative, independently plans, sets goals and prioritizes tasks. They demonstrate independent thinking and creative problem-solving skills, and are always seeking new ways to develop personally and professionally. They have a pulse on what is happening in the African NS community and want to increase community engagement and participation in our programs.

Education and Experience

- Undergraduate degree, diploma or certificate in a related field, or lived experience transitioning from highschool to college or university
- Experience working in a community setting or a non-profit organization
- Experience engaging and providing advice to young Black students
- Comfortable working in a digital environment
- Driver's license and access to a reliable vehicle to travel is required



Benefits

The PREP Academy supports a healthy work-life balance. We offer health and dental benefits, life insurance, educational assistance, professional development allowance, employee scholarship program, 3 weeks paid vacation, hybrid work model, paid mileage and December holiday shutdown.

Application Details

To apply, please merge your cover letter, resume and references into one PDF and:

- send to: ashley@thepreacademy.ca
- use the subject header: Community Outreach Coach
- selected candidates will participate in a second-round interview or skill activity (virtual or in person)

If accommodation to the recruitment process would help you present your full contribution potential to the process, we would love to support you.