



- Position:** Student Success Coach
- Reports to:** Manager, Student Success & Experience
- Salary:** \$41,900 - \$56,565. Salary is commensurate with experience
- Hours:** 37.5 hrs/week. Full time, flexibility for occasional evening and weekend events
- Location:** Dartmouth High & Citadel High School
- Term:** August 8th, 2026, with the possibility of extension
- 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.thepreacademy.ca/about-us



Position Summary

To prepare students for college and university, and meaningfully engage parents and community, we are seeking a motivated and collaborative team player to join our organization as a Student Success Coach. The Student Success Coach delivers PREP's College & University Preparation Program to high school students, working one-on-one and facilitating group workshops to help students learn about college and university, make decisions, solve problems, and meet goals that maximize their experience and success.

You will engage and support a caseload of students in HRM and will plan and deliver events, activities and interactions that support student growth, engagement and leadership as they prepare for college, university and beyond.

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

Student Engagement and Coaching

- Help students define and achieve goals as they prepare for college, university and beyond by developing individual Student Success Pathway Plans
- Anticipate a student's next step, be proactive with your advice to ensure they are on track with their academic goals as you help them navigate resources and opportunities
- Offer an open and supportive environment for students to access support, resources, information and experiences
- Support students with scholarship applications, prepare reference letters and ensure students stay on top of key dates
- Manage a caseload of students in grades 10, 11 and 12. Update PREP's CRM database to maintain an updated student file



Program Management and Delivery

- Facilitate group workshops for students, book classroom space, make announcements, schedule reminders, bring in guest speakers and mentors
- Communicate with students through newsletters, texts and PREP's social media platforms, ensuring students have updated program information
- Be resourceful in finding and sharing scholarships, open houses, webinars, online and in-person events that relate to your student goals
- Meaningfully engage with parents, and attend events in community
- Coordinate with external partners to host volunteer days, campus tours and PD day events
- Collect permission slips, pick up program supplies, coordinate snacks and meals, and distribute handouts to promote PREP experiences and opportunities
- 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.

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 vehicle to travel from school to school



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, work from home Fridays, 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@theprepacademy.ca
- use the subject header: Student Success Coach (DHS/CIT)
- 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.