



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

Term: Maternity leave, 13 months

Location: Cole Harbour High School

Deadline: Wednesday, April 9 2025

About The 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 college and university processes. Our culturally informed programs guide students as they plan, prepare and pursue college and university directly after high school.

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 at Cole Harbour High School and will plan and deliver events, activities and interactions that support student growth, engagement and leadership as they prepare for college, university and beyond. Additionally, you will facilitate workshops at a nearby high school in HRM.

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.

Key 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

Education and Experience

- Undergraduate degree, diploma or certificate in a related field, or lived experience transitioning from high school to college or university.
- Ability to connect and build trust with youth.
- Recent experience engaging and working with high school aged youth.
- Knowledge about post-secondary exploration, applications, scholarships and transitioning to college or university.
- Experience developing and delivering engaging workshops or group discussions with youth and/or parents.
- Experience organizing student-focused activities and events to enhance student engagement and leadership.
- Comfortable working in a digital environment, creating email newsletters, using a CRM database to manage caseload, using Google Drive and Excel.
- Driver's license and access to a vehicle.

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.

Benefits

The PREP Academy supports a healthy work-life balance. We offer health and dental benefits, life insurance, educational assistance, an annual professional development allowance, an annual employee scholarship program, 3 weeks paid vacation to start, free parking, paid mileage, casual dress, flexibility and December holiday shutdown. Employment is subject to a successful clearance of a vulnerable sector search.

How to Apply

Please merge your cover letter and resume into one PDF and:

- send to: hr@thepreacademy.ca
- use the subject header: Student Success Coach
- Candidates selected for an interview may be asked to facilitate a two part interview process.

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