



Alumni Student Success Coach

Reports to: Director, Student Success & Experience
Salary: \$53,000 – \$63,000. Salary is commensurate with experience
Hours: 37.5 hours per week. Occasional evening and weekend events
Location: Dartmouth, NS
Travel: Planned travel to engage with students on campus
Deadline: **October 20, 2026 at 11:59PM**

Why You'll Love Working at PREP

At The PREP Academy, we believe our people are our greatest strength. We are committed to creating a workplace where employees feel supported, valued, and empowered to make a meaningful impact. Our total compensation package includes:

- Comprehensive health, dental & life insurance (cost-shared)
- Employee Assistance Program
- 3 weeks vacation, increasing to 4 weeks after your third year
- Paid December office closure (typically 3 weeks)
- Paid birthday off
- Summer Hours
- Annual \$500 Professional Development Fund
- Annual \$500 Education Scholarship
- Company laptop & mobile phone
- Paid mileage

Most importantly, you'll join a passionate, mission-driven team transforming educational outcomes for African Nova Scotian youth across Nova Scotia.

About The PREP Academy

The PREP Academy is a community based registered charity that inspires and prepares African Nova Scotian students for postsecondary education. We coach students in Grades 10, 11, 12 and continue to provide wraparound supports as they transition and complete college, university and apprenticeship. We provide students



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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 postsecondary education 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.theprepacademy.ca/about-us

Position Summary

To support students transition to college and university and help navigate their entry into and throughout their college and university experience and into their chosen careers, we are seeking a motivated and collaborative team player to join our team as an Alumni Student Success Coach. The Alumni Student Success Coach must be well versed in the current issues impacting African Nova Scotian youth and have a passion for engaging students to help them succeed. The Alumni Student Success Coach serves as the key support for PREP students in college, university and apprenticeship, working 1:1 to help students make decisions, solve problems, and meet goals that maximize their experience and success. You will engage and support a caseload of students and will plan and deliver events, activities and interactions that support student growth, engagement and leadership.

Key Responsibilities

- Help students define and achieve personal, academic and career goals through developing individualized student success plans.
- Follow up with students to ensure they are on track to academic success based on established success plans, analyze student needs to determine appropriate interventions.
- Offer a supportive environment for students to access support, resources, information and experiences



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- Build and maintain meaningful relationships with PREP alumni through consistent outreach, check-ins and engagement opportunities, adapting support based on where alumni are in their postsecondary, employment and early adulthood journeys.
- Create opportunities for alumni to remain connected and give back to PREP through mentorship, volunteering, leadership, speaking opportunities and engagement with current students.
- Foster and maintain relationships with employers and mentors to help students explore career opportunities and educational pathways related to their current and future goals
- Build strong relationships with faculty and ensure to have an up-to-date knowledge of services available, access, and contacts.
- Make informed referrals to appropriate on and off campus supports (Academic Advisors, Black Student Support Advisors, Writing Centres, Health and Wellness, Financial Aid, etc.)
- Develop and coordinate academic and career success programming and initiatives for students, like job shadow days, career mentor connections, open house events, and other learning and career exploration opportunities.
- Maintain contact lists in CRM database, utilize digital media platforms for student engagement and communication.
- 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 working with students or supporting youth, ideally in an education or career setting.
- Knowledge and understanding of the college and university environment processes.
- Experience developing and delivering engaging workshops or group discussions with youth and/or parents.



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- 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 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.

How to Apply

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

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