PREP ACADEMY

Student Success Coach, Truro

Cobequid Educational Centre

Reports to: Manager, 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: Cobequid Educational Centre
Travel: Travel to HRM and New Glasgow for programs and community events
Deadline: Posted Until Filled

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 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.

PREP ACADEMY

Student Success Coach, Truro
Cobequid Educational Centre

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

PREP ACADEMY

Student Success Coach, Truro

Cobequid Educational Centre

You will engage and support a caseload of students at a high school and will plan and deliver events, activities and interactions that support student growth, engagement and leadership as they prepare for postsecondary. You will also host workshops at other high schools in the area.

To be successful in this position you must be able to easily relate and build relationships with students, be knowledgeable of community and service resources that support students and their families and have an understanding of the barriers to postsecondary education faced by African Nova Scotian students.

Key Responsibilities

Student Support and School Engagement

- 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

PREP
ACADEMY

Student Success Coach, Truro

Cobequid Educational Centre

- 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.

PREP ACADEMY

Student Success Coach, Truro

Cobequid Educational Centre

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.

How to Apply

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

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