

COLLEGE & CAREER COORDINATOR JOB DESCRIPTION

Overview

The LAYC Career Academy is seeking a dynamic and dedicated College Pathway Coordinator to join our team. The College and Career Coordinator oversees the Career Academy's College Pathway program, aimed at increasing student access to and success in post-secondary education. The Coordinator will also collaborate with the Director of Career Services to provide career readiness services to students and alumni. This full-time position is 100% in-person in Washington, DC.

About Us

The LAYC Career Academy (Career Academy) is a public charter school in Washington, DC that provides youth and young adults, ages 16-30 years, with GED courses, college preparatory curriculum, and career preparation in the healthcare and information technology fields.

What makes us different?

Career Academy is dedicated to excellence:

- Our school was one of only 14 LEAs (out of 131) to earn a Level 1 rating from the DC Charter School Board's for two consecutive years; notably, we have maintained this rating for four consecutive years.
- 95% of our graduates are either employed or enrolled in post-secondary education within six months of graduation.
- Within 12 months of completion, our alumni see an average wage increase of \$13.63 per hour.

What we care about:

- **Fostering a deeply relational ecosystem:** We believe that education is most effective when rooted in trust; staff and students describe our environment as a 'second home' where we celebrate collective wins and provide a safety net for one another during challenges.
- **Wraparound support:** Our commitment to our students goes beyond the classroom, and our team culture reflects that same philosophy. From our on-site food pantry to our collaborative student support systems, we function as a village, ensuring both our students and our staff have the resources and support they need to thrive.
- **Restorative practices:** We focus on building community, strengthening relationships and repairing harm instead of punishments.
- **Growth and achievement:** We support every student in achieving goals that will help them obtain living wage careers with potential for further growth after graduation.

Duties and Responsibilities

College Pathway

- Lead the College Pathway program and COL 101 course, continuously refining the curriculum and program requirements to ensure College Pathway prepares students for college success.
- Create and sustain strategic partnerships with colleges, scholarship organizations, and other related groups to increase college matriculation, credit transfer, and financial sustainability for students.
- Increase College Pathway enrollment by improving student recruitment strategies and increasing internal matriculation from other pathways.
- Provide direct support to students seeking assistance with all aspects of college admissions, financial aid, scholarships, enrollment and dual enrollment.
- Provide on-going tracking and support of matriculated students.
- Collaborate with the Director of Career Services to create and pilot a mentorship program for college-bound and college students.
- Participate in the Alumni Association committee and create relevant programming for alumni interested in attending/returning to college.
- Serve as the dual enrollment program coordinator.

Career Readiness

- Work with the Director of Career Services and instructors to provide guidance and support for ELL and GED students to explore and research applicable career options and pathways to post-secondary education and employment.
- Lead workshops on selected career readiness topics, including creating resumes, preparing for interviews, and using job search and application strategies.
- Provide individualized career services to students as requested.
- Help students create career progression plans with 3-5 goals for their ongoing professional development.
- Contribute to alumni association career services programming focused on professional development, networking, and career progression.

POSITION REQUIREMENTS

- A Bachelor's degree.
- Bilingual Spanish/English.
- Two years of work experience with older youth or young adults.
- Excellent presentation, communication and networking skills.
- Self-motivated, detail oriented, and highly-organized.
- Excellent time management and ability to multitask and prioritize in a fast-paced, deadline-driven environment.
- The willingness and desire to work independently, as well as collaboratively, and to take on additional responsibilities.
- A positive attitude and an earnest interest in serving our youth and community.



To apply, please email a résumé and a cover letter to erica.lloyd@laycca.org.