



Director of College Success & Alumni Engagement

About Enroot

Enroot has been supporting English Learner students through our comprehensive wrap-around program model for the last 28 years. Supporting recently arrived immigrant students during their high school to college years as they learn a new language, adapt to a new culture, and set roots in a new community is at the core of our work. We currently work with Somerville High School and Cambridge Rindge & Latin School and look forward to expanding in the years ahead. We strive to create a sense of belonging and help our students prepare to succeed in college, career, and life. To learn more about the students and values that drive our work, please visit www.enrooteducation.org.

Diversity, Belonging, Inclusion and Equity at Enroot

Creating a sense of belonging is at the heart of our work with immigrant students. At Enroot, we value an inclusive environment where all team members feel a sense of belonging and are included as full partners in pursuit of this mission. We are an organization committed to disrupting and dismantling the oppressive power structures and systemic barriers immigrants must navigate. With humility, we are committed to ongoing learning and understanding as we embark on our own racial equity journey. This drives every decision we make, and every action we take, in the pursuit of equity for immigrants. We believe a diversity of voices fosters innovation and creativity, leading to better decisions and outcomes for immigrant students, families, and communities. Enroot is an equal opportunity employer and as such, we do not discriminate on any basis protected by law.

The Opportunity

The Director of College Success and Alumni Engagement presents an exciting opportunity for a motivated professional to join a team that's passionate about helping immigrant students realize their full potential. This full time position supports students coming out of Enroot's high school program during their first three years after high school – whether they are enrolled in college or a vocational training program or are moving directly into the workforce. This position will report to the Senior Director of Program as their supervisor and will work closely with their direct reports who will be supporting high school seniors/juniors and College Success students. Additionally, the Director of College Success will collaborate closely with Enroot's high school Program Directors and Program Manager.

While Enroot is currently operating virtually, this position requires the candidate to be operating in person in Greater Boston once in-person work resumes. Enroot is eager to fill this role as soon as possible.

The Director is responsible for:

Post-Secondary Support: (90%)

- Individual coaching (40%)
 - Support 45-55 Enroot students during their first two years after high school, while they pursue post-secondary education, training programs, or entry into the workforce.
 - Provide individualized support and guidance to program participants to help them overcome challenges related to academic success, career development, social and emotional well being, health, finances.
 - With support of College Success Associate, connect participants to external resources that can support them to ensure primary needs are met in all areas.

- Each summer, onboard 20-25 Enroot students who have recently graduated from high school into the College Success program.
- Relationship building: (10%)
 - Build strong collaborative relationships with universities, vocational programs, workforce development departments, nonprofit organizations, and other external partners to advance our work and standing in the community and gain knowledge of resources for our program participants.
 - Play an active role in the Cambridge College Success Initiative, Success Boston, and similar community organizations in the greater Boston area.
- Mentoring: (20%)
 - Supervise the facilitation of bimonthly mentoring nights and communications that further mentor engagement, led by College Success Associate
 - Work in collaboration with the College Success Associate to constantly improve the curriculum for mentoring nights and adapting to changing needs.
 - Work in collaboration with the College Success Associate and Program Manager to improve College Success mentor trainings, maintain participant-mentor relationships, and rematch pairs whenever needed.
 - Collaborate with College Success Associate to develop, collect, and make resources available to mentors.
 - Regularly sync with College Success Associate on individual student progress to inform mentoring.
 - Supervise the collection of resources available to mentors, led by College Success Associate.
- Program Strategy & Evaluation (10%)
 - Champion implementation of strategic goals related to Diversity, Belonging, Inclusion and Equity into curriculum and program at all levels.
 - Deepen Enroot's expertise in supporting participants of different documentation statuses and/or those who directly enter the workforce after high school.
 - Follow developments in the post-secondary success field and update Enroot's institutional knowledge.
 - Build upon the existing evaluation framework for understanding the success of our program participants.
 - Collect and analyze participant engagement and success metrics using Enroot's Salesforce database.
- Management (10%)
 - Delegate and oversee the work of direct reports, supporting high school and College Success students.
 - Provide coaching to and support professional growth of direct reports.

Alumni Engagement (10%)

- Work with Senior Director of Program and Executive Director to develop long term strategy for alumni engagement and evaluation.

Your Skills, Experience and Expertise

Required:

- You come to this role with a strong passion for Enroot’s programming and personal or professional connections to supporting immigrant communities, English Learners, and/or education.
- You bring a deep, demonstrated commitment to advancing Diversity, Belonging, Inclusion and Equity in your workplace and community.
- You have at least 4-5 years of professional experience in youth development, higher education, career development, or similar organizations, with at least 2-3 years in the postsecondary access and/or success field.
- You have at least 1-2 years managing other staff.
- You demonstrate intimate knowledge of 1-1 college and career coaching and best-practices, including the college application and financial aid process, to advance the persistence and completion of first-generation students.
- You are a highly-skilled relationship builder who is able to build strong trusting relationships with young people, volunteer mentors, and other community partners.
- You are experienced in working with culturally diverse teammates and students, with an awareness and sensitivity to institutionalized racism and classism facing low-income communities.
- You have experience supporting students with alternative post-secondary pathways, whether students are in training programs or entering into the workforce directly after high school.
- You have knowledge of how to support students with varying documentation statuses.
- You bring exceptional program design and execution skills with the ability to remain organized while juggling multiple workflows and logistics.
- You have exceptional written and oral communication skills and are an exceptional public speaker and facilitator, with skills in creating and leading presentations and workshops.
- You hold a bachelor’s degree or equivalent work experience.
- You have flexibility to work evening hours for bimonthly mentoring nights, availability for 1 on 1 coaching, and other student facing events.

Preferred:

- You have knowledge of and experience working in or collaborating with local workforce development organizations.
- You have experience using Salesforce or a similar CRM to track and analyze student data.
- You have proficiency in Portuguese, Haitian Creole, Spanish, Amharic, or Bengali.
- You have familiarity with Cambridge, Somerville, and/or Greater Boston community and public higher education space.

Compensation

Compensation commensurate with experience. Comprehensive benefits package and generous paid time off policy, including 15 paid vacation days (20 after the first 3 years), 10 holidays, 3 personal days, 15 sick days. Our office is closed for a week in December.

How to Join Our Team

Please send a resume, the name and contact info of three references, and a thoughtful cover letter, outlining how your skills and experience meet the qualifications of the position and stating how you heard about this opportunity, all in PDF format, addressed to Natasha Karunaratne at nkarunaratne@enrooteducation.org.