



Graduate Success Program Coordinator, Esperanza Academy

Esperanza Academy seeks a dedicated and detail-oriented team member to serve as a Graduate Success Program Coordinator. This position plays a critical role in supporting 7th and 8th-grade students and families through the high school admissions process, coordinating admissions workshops, and helping maintain communication with partner schools. The Coordinator will also teach the high school preparation class for 8th graders and support broader GSP programming in collaboration with the Chief Alumni Success Officer. The position is primarily in-person.

About Esperanza: At Esperanza Academy, we are fortunate to serve our students, their families, and the community of Lawrence. We are a tuition-free independent middle school with a 12-year commitment to our students because we believe that everyone deserves the right to a high-quality independent school education. Our school is a revolutionary antidote to racism; we, as an academic community, emphasize racial and cultural identity affirmation, love of community, and restorative justice. By creating a culture of achievement in which academic success and self-discovery are paramount, we protect and nurture the innate confidence that each of our girls possesses.

RESPONSIBILITIES

1. High School Admissions and Student Support

- Coordinate all aspects of the 8th-grade high school admissions process, including application timelines, school selection, deadlines, essay support, interview prep, and decision-making.
- Teach weekly 8th-grade high school preparation classes.
- Track application progress and maintain updated records for each 8th grader (using Salesforce or other systems).
- Support 7th-grade exposure work by assisting with school visits, early interest building, and summer program placements.
- Provide one-on-one support to students and families, including guidance on financial aid applications and school fit.
- Recruit and coordinate volunteers for fall admissions workshops.
- Attend selected campus visits and partner school events with students.

2. Family and School Partnership Communication

- Communicate regularly with families, offering both in-person and virtual guidance on the admissions process.
- Manage logistical communication with partner high schools.
- Represent Esperanza Academy professionally in communication with admissions offices, summer programs, and volunteers.

3. Program Coordination and Administrative Tasks

- Utilize Basecamp to manage projects, organize timelines, track deliverables, and maintain shared visibility on all tasks related to the high school admissions process.
- Enter key updates and student notes into Salesforce, especially for alumni-related tracking and coordination.
- Maintain accurate student records, notes, and tracking tools to ensure smooth transitions and documentation.
- Maintain the Graduate Success Lounge for alumni use.
- Collaborate with the Chief Alumni Success Officer and other team members to ensure students are prepared academically and emotionally for the admissions process.
- Contribute to an inclusive and affirming culture rooted in Esperanza Academy's mission of supporting girls of color from Lawrence.

QUALIFICATIONS AND REQUIREMENTS

- Bachelor's degree required; at least two (2) years of experience in student advising, youth programming, admissions counseling, or related fields strongly preferred.
- Experience working with BIPOC, first-generation, or immigrant students and families.
- Strong organizational and time-management skills.
- Comfort teaching and facilitating small group learning.
- Exceptional oral and written communication skills.
- Fluency in oral and written Spanish.
- Familiarity with independent school admissions processes is a plus.
- Availability for limited evening or weekend events, and flexibility to travel to partner organizations as needed.
- Driving Requirements: Ability to drive to campus visits, requiring a valid driver's license.

COMPENSATION

Salary range: \$65,000-\$75,000 annually.

Esperanza Academy offers an attractive benefits package including 403(b), medical, dental, life, and disability insurance, and a comprehensive professional development program.

To APPLY: Please send a cover letter specifically detailing your qualifications for the position, a resume, and contact information for three professional references to Jadi Taveras, Head of School, at employment@esperanzaacademy.org

Non-Discrimination Policy: Esperanza is committed to a diverse and inclusive community with respect to race, national origin, religion, gender, sexual orientation, family status, economic circumstance, age, and physical disability in its student body, faculty and staff. Esperanza Academy does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, and athletic and other school-administered programs. Esperanza Academy is an Equal Opportunity Employer.

