



# AmeriCorps Academic Success Fellow

## **POSITION DESCRIPTION**

### **Organization Description**

Breakthrough Twin Cities prepares students for college success and cultivates the next generation of educators. BTC is an independent 501(c)(3) non-profit with sites in St. Paul and Eastern Carver County. Students in our middle school program attend three summers of academic enrichment where they take classes in math, science, literature, and social studies and prepare for their six-year path to college with BTC. Students are taught by a diverse faculty of Teaching Fellows: college and high school students exploring the field of education with training and support from Breakthrough. Middle school students attend Saturday programming throughout the school year to continue building their skills, habits, and resumes to become successful high school students. Students matriculate into the College Bound program (grades 9-12) where they receive targeted support for each grade of high school and continue participation in Saturday programming. College Bound students work one-on-one with a college counselor in 11th and 12th grades, with 99% graduating from high school. Breakthrough Twin Cities is an Equal Opportunity Employer and encourages candidates who identify with the backgrounds and lived experiences of our students to apply.

### **Position Description**

This AmeriCorps position is centered on delivering comprehensive academic support and personalized guidance to a diverse group of middle and high school students, spanning grades 7 through 12. The role necessitates a strong commitment to student success, demonstrated through regular and frequent campus visits, typically occurring 2-3 times per week. These visits are crucial for conducting one-on-one advising appointments, allowing for tailored academic assistance and mentorship.

### **Essential Functions**

- Advise a targeted caseload of ~50, 7 -12th grade students
- Provide one-on-one academic advising, includes communicating with students and families after school and day occasionally during evening hours
- Visit campuses 2-3 times a week to conduct advising appointments
- Track and communicate updates on student progress and needs to relevant stakeholders (families, teachers and team members)

- Host after-school tutoring (academic) for students 2-3 days a week

#### **Qualifications:**

- Experience working with diverse groups of people
- Excellent interpersonal and facilitation skills
- Excellent written and oral communication skills
- Strong computer and data management skills (experience with Excel and Salesforce preferred)
- Ability to work effectively with a wide variety of personalities, ages, and situations requiring diplomacy, friendliness, poise, and firmness
- Flexibility and willingness to adjust as needed to best serve the program mission
- Access to reliable transportation (travel is expected during the day within the Twin Cities metro area)

#### **Member Requirements**

- Members will have recurring access to vulnerable populations
- Wear the AmeriCorps logo daily
- Available to work nights and weekends for scheduled events and for urgent student needs
- Reliable transportation (personal vehicle)

#### **Preferred Qualifications:**

- Bachelor's Degree
- Breakthrough, LearningWorks, or Summerbridge experience
- Proficiency in one of the following languages: Hmong, Karen, Oromo, Spanish
- 1-3 years of experience in youth programming and/or study in a relevant field (including, but not limited to Education, Cultural Studies, Psychology, Youth Studies, Social Work/Counseling)

#### **Member Hours, Benefits, and Compensation**

Quarter Time (QT) members are required to accumulate 450 hours and complete the full term of service period of **January 2025 to May 2025**. This averages out to 23 hours/week.

Members receive the following:

- Living Stipend: First-time members (AmeriCorps Member) **\$7,501** (\$750 per pay period)
- Education Award - Upon successful completion of the Member's 450 service hours **and** completion of the full term of service, members are eligible to receive an Education Award from the Corporation for National and Community Service of **\$1,956.35** to pay education costs at qualified institutions of higher education, for

educational training, or to repay qualified student loans. Members may receive no more than the aggregate value of **two** full-time education awards.

- Non-monetary benefits (on-going support and professional development from experienced educators and non-profit leaders)

**To Apply:**

If interested in applying, please submit an application through Indeed or our MN nonprofits job posting. You can also send an email to [hphilips@breakthroughwincities.org](mailto:hphilips@breakthroughwincities.org) with a resume and cover letter. People of color are strongly encouraged to apply.