



Middle School Advisor **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

The Middle School Advisor will work to support our 7th and 8th grade students during the academic year (September-May) and will help support our summer program once the academic year ends (May-August). The Middle School Advisor will be expected to form relationships with students as well as the appropriate staff at their various middle schools. The Middle School Advisor will check in with all of their students on a monthly basis. In-person meetings should be scheduled in advance when possible and should happen at their schools.

Responsibilities:

[Academic Year]

- Provide one-on-one student support for middle students in the BTC program.

- Form relationships with school personnel at the schools of BTC students in order to visit students and communicate about their academics and social-emotional well-being
- Keep record of student visits and communication. Specifically, any relevant notes from student meetings.
- Attend monthly Saturday Sessions
- Monitor students' academic performance and provide support and intervention as needed for academic success
- Other duties as assigned

[Summer Program]

- Provide summer program support to the rest of the Program Team, which may include (but is not limited to):
 - Support one or two grade level of Breakthrough students
 - Manage Summer Program Interns
 - Coordinate logistics and resources for the summer program
 - Plan events and field trips with guidance from Summer Directors
 - Build high-quality, professional relationships with BTC students, families, Teaching Fellows, the Program Team, and partners
 - Support Program Managers with new student enrollment
 - Assist with additional programming functionality and tasks, as assigned
- Other duties as assigned

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 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)

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)

Terms of Employment:

Dates/Times: This position is a full-time, year-round, non-exempt position with benefits. Summer work typically involves longer days as part of a site leadership team

School year hours are weekdays plus once-a-month Saturday Sessions. Hours vary based on student visits and student availability. The time is a mix of in-person and hybrid based on what the role requires.

Summer programming involves a significant amount of in-person time at one site (as opposed to all three sites during the school year). This portion of the role averages 50+ hours per week. The Advisor title changes to Program Associate and serves as staff/leadership for the summer site.

Salary: \$43,000-\$48,000 (plus summer bonus pay)

Other compensation and benefits: Access to medical, dental, and vision health benefits, retirement match, local mileage reimbursement, free parking at headquarters, free lunch at headquarters during academic year

To Apply:

If interested in applying, please send an email to apply@breakthroughwincities.org with a resume and cover letter. People of color are strongly encouraged to apply.