



## Middle School Advisor **POSITION DESCRIPTION**

### **Organization Description**

Breakthrough Twin Cities prepares under-resourced students for college success and cultivates the next generation of educators. BTC is an independent 501(c)(3) non-profit with three sites in the Twin Cities: Mounds Park Academy (MPA), Central High School in Saint Paul (SPC), and Chaska High School through Eastern Carver County Schools (ECC). Students in our middle school program attend three summers of academic enrichment, where they take classes in math, science, literature, & writing 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. College Bound students also attend programming throughout the school year and will receive support from this position. Students complete the program by working one-on-one with a college counselor in 11<sup>th</sup> and 12<sup>th</sup> grades, with 99% graduating from high school and getting accepted into college. Breakthrough Twin Cities is an Equal Opportunity Employer.

### **Position Description**

The Middle School Advisor will work to support our 7th and 8th grade students during the academic year (September-June) and will help support our summer program once the academic year ends (June-August). The Middle School Advisor will be expected to form relationships with students as well as the appropriate support staff at their various middle schools. The Middle School Advisor will meet in person (COVID permitting) with all of their students one-on-one 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, when you meet with students and any relevant notes from student meetings.

### **[Summer Program Support]**

- Provide summer program support to the rest of the Program Team, which may include (but is not limited to):
  - Support one grade level of Teaching fellows, our summer teaching interns who are responsible for teaching our students
  - Support the preparation of logistics and resources for the summer program
  - 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
- Attend once a month Saturday Sessions, beginning in October

## **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
- Bachelor's Degree
- Access to reliable transportation (travel is expected during the day within the Twin Cities metro area)

**Preferred Qualifications:**

- 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.

**Salary: \$43,000-\$48,000**

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](mailto:apply@breakthroughwincities.org) with a resume and cover letter. People of color are strongly encouraged to apply.