



Position Title: Program Coordinator – Scholar Advancement

Department: Scholar Advancement **Reports To:** Director of Scholar Advancement

Classification: Staff

Position Summary: Program Coordinator: Scholar Advancement supports the implementation, coordination, and continued development of initiatives designed to prepare Successteam scholars and alumni for successful transitions into college, career, and life beyond high school.

Within the Scholar Advancement Department, this position provides operational support across departmental initiatives, helping ensure departmental strategies are translated into organized, consistent, and high-quality experiences.

Key Responsibilities include:

Scholar Advancement Program Coordination

- Support the implementation of departmental initiatives across college readiness, career readiness, alumni engagement, and postsecondary development.
- Coordinate departmental calendars, participant communications, registrations, schedules, materials, logistics, and follow-up. Assist with maintaining organized records, participation data, program documentation, and departmental resources.

College & Career Readiness Support

- Support the college & career readiness curriculums through coordinating experiential learning opportunities, workshops, seminars, speakers, campus experiences, professional development opportunities, and other initiatives.

Alumni Association Infrastructure

- Maintain the operational infrastructure supporting the Successteam Alumni Association.
- Coordinate the Alumni engagement structure and ensure management of Alumni Directory
- Serve as the primary staff liaison and supervisor for the Alumni Association President. Provide onboarding, expectations, resources, coaching, and ongoing professional development.

Fellowship / Intern Programming Support

- Assist with recruitment, onboarding, participant communications, pathway coordination, schedules, assignments, experiences, and program implementation .

Department Operations & Collaboration

- Work collaboratively with organizational departments and personnel. Assist with collecting data and documenting departmental outcomes for organizational reporting.
- Represent Successteam professionally when interacting with scholars, alumni, families, educational institutions, employers, and community partners.
- Perform other Scholar Advancement responsibilities as assigned.



Qualifications | Preferred candidates should:

- Possess or be actively pursuing a post-secondary degree
- Demonstrate strong organizational, communication, and relationship-building skills.
- Have experience working with high school students, college students, young adults, alumni, or youth-serving programs.
- Be comfortable coordinating multiple projects and maintaining detailed records.
- Demonstrate professionalism, initiative, dependability, and strong follow-through.
- Be comfortable working collaboratively across multiple functional areas.
- Possess reliable transportation and the ability to participate in occasional evening, weekend, travel, and special-event responsibilities.
- Successfully complete all required organizational screening and onboarding requirements.

Measures of Success:

Success in this role should be reflected through consistent execution of Scholar Advancement programming, organized departmental systems and records, increased operational capacity for departmental leadership, successful support of related initiatives.