



Job Title: College and Career Pathways Program Coordinator

Reports to: Director of Programs

Status and hours: Full-time, 35-40 hours/week. Non-traditional working hours; after-school hours are required, and occasional weekends for events.

Location: Coastal North County, CA

About Casa de Amistad

For over two decades, Casa de Amistad has been a trusted pillar in the community. Through our holistic, whole-child approach to education, we provide a supportive environment for K-12 students from low-income backgrounds facing educational challenges. Our comprehensive programming is designed to meet the unique needs of each student, guiding them through every stage of their academic journey and helping them unlock their full potential.

Overview of the Job

The College and Career Pathway Program Coordinator will develop a unique approach to supporting Casa de Amistad students while incorporating volunteers, family, and leadership activities. The CCPPC leads Casa de Amistad's college and career readiness work for students in grades 7-12 and provides relationship-based support, academic monitoring, individualized advising, grade-level CTE pathway programming, college and career planning, and assistance with students' transition into post-secondary education.

PRIMARY RESPONSIBILITIES

College & Career Pathways Program

- Design, implement, and continuously improve a developmentally appropriate pathway that progresses from exploring college and career options in middle school to individualized planning, college and financial aid application support in high school, through the transition into the early postsecondary experience.
- Manage Casa's 7th-12th grade programming and develop session menus aligned with grade-level goals.

Individualized Advising & Academic Success

- Maintain a defined student caseload and conduct regular one-on-one check-ins focused on grades, goals, engagement, barriers, and next steps.
- Create Student Improvement Plans for students who are academically off-track or disengaged and coordinate support with families, volunteers, school counselors, and Casa staff.

- Maintain an Individual College & Career Pathway Plan for students, with increasing specificity as they advance through high school.
- Teach students to understand transcripts, requirements, deadlines, options, and their own progress so they become stronger self-advocates.

Student Engagement, Leadership & Data

- Develop strategies that strengthen 7th-10th grade engagement, motivation, belonging, and participation in Casa programming.
- Coordinate the Casa Student Leadership Council and create meaningful opportunities for student voice and leadership.
- Use student data to identify who needs additional support, where programming gaps exist, and where Casa should adjust its approach.

Qualifications

- Bachelor's degree required; master's degree preferred in education, counseling, or related field.
- 3 years minimum direct experience coordinating and/or managing college and career access and success programming, including academic advising/counseling, curriculum development, workforce readiness, and building a positive college-going culture.
- Proven track record in driving graduation and persistence outcomes for first-generation students.
- Excellent communication and organizational skills; strong written and interpersonal skills.
- Experience in presenting and facilitating, with strong oral, written, and presentation skills.
- Hardworking, innovative, collaborative, adaptive, and solution-oriented, with a demonstrated ability to thrive under self-directed work in a fast-paced environment.
- Proficient in Microsoft Office (Word, Excel, Access, PowerPoint) and Google Apps (Drive, Sheets, Docs).

Compensation: \$30-\$40/hr (dependent on experience). This is a full-time position. Benefits include paid holidays, paid sick leave, paid time off, an annual \$500 professional development stipend, and a healthcare/wellness stipend.

How to Apply: Please submit a resume and cover letter via email to work@casadeamistad.org.

Application Deadline: This position is open until filled.

Casa de Amistad is an equal-opportunity employer committed to inclusive hiring and dedicated to equity, diversity, and culturally responsive service delivery.