



HIGH SCHOOL INC. ACADEMIES FOUNDATION COLLEGE AND CAREER COACH

ABOUT THE ORGANIZATION:

High School Inc.'s mission is to empower youth and strengthen communities through education and business partnerships. High School Inc. provides students with real-world, hands-on experiences, industry-specific skills, and professional development opportunities. Through partnerships with local businesses, community organizations, and educational institutions, High School Inc. works with local high schools to create a unique academy model learning environment where students can explore career pathways, gain practical skills, and connect with industry professionals. The organization offers comprehensive resources and support, including mentorship programs, internships, college and career counseling, and access to industry certifications.

POSITION SUMMARY: The College and Career Coach at High School Inc. Academies Foundation administers all aspects of the High School Inc. College and Career Success Program. This role aims to assist students in reaching their academic and career goals. The College and Career Coach leads the day-to-day implementation of College & Career Readiness, internships/work-based learning, and alumni programming in close coordination with the Program Director.

JOB REQUIREMENTS:

- Minimum BS/BA Degree with in-depth experience in college admissions and advisement. Preferred prior experience as a college/career advisor
- Strong knowledge of colleges, college academic programs, admission requirements, financial aid policies and procedures, and scholarship requirements
- Bilingual in English and Spanish (written and verbal) preferred
- Proficiency in technology, including Microsoft Office software, Google Suite, internet research, and social media usage
- Ability to work a flexible schedule, including evenings and weekends when necessary
- Excellent oral and written communication skills
- Ability to establish and maintain effective relationships with students, parents, school staff, and the community
- Ability to respond effectively to the needs of a diverse student and parent population
- Strong research skills and ability to gather information from websites and other sources
- Ability to handle confidential information with discretion and tact
- Self-motivated and enthusiastic about developing and growing a program
- Ability to engage and develop and maintain effective coaching and mentoring relationships with high school students.
- Ability to establish and maintain relationships with businesses and corporations

ESSENTIAL JOB RESPONSIBILITIES:

COLLEGE AND CAREER READINESS

- Implement and coordinate HSI's College & Career Readiness Framework for students in grades 9–12, providing a progression from career exploration and skill-building to postsecondary preparation and transition.
- Develop an annual College & Career programming calendar aligned with High School Inc.'s approved framework, Power Standards, academy/pathway priorities, and school-site schedules.
- Coordinate and facilitate grade-level workshops, Lunch & Learns, partner-led programming, and targeted support for students in grades 9–12.
- Coordinate an annual academy/pathway-aligned College & Career Fair in collaboration with High School Inc. staff, school-site partners, colleges, employers, and community organizations.

- Establish and curate college and career information, materials, and opportunities for prospective graduates and High School Inc. alumni.
- Develop and maintain an up-to-date occupational library, including career clusters, employment prospects, trends, and opportunities.
- Conduct orientation sessions for students and parents to introduce HSI resources and assist with research, assignments, and post-high school planning.
- Collaborate with colleges, schools, trades and technical schools, and vocational training programs to provide students with a range of higher education options.
- Maintain current information on financial aid, scholarships, internships, and job opportunities.
- Provide guidance on specialized scholarships and assist students with completing application forms.
- Offer leadership and direction in individual assessment, educational choices, career planning and development, and employment strategies.
- Provide targeted student support related to college applications, career planning, scholarships, financial aid, and postsecondary transition.

INTERNSHIP

- Identify and initiate relationships and engage businesses and organizations to provide internships, apprenticeships, and work experience and support work readiness opportunities for students.
- Develop and implement a successful HSI internship and work experience program model.
- Collaborate with school staff, including Career Technical Education and school administration, to establish policies and procedures ensuring the academic quality and integrity of internships.
- Work with High School Inc. Program Managers, school staff, employers, and students to coordinate student recruitment, preparation, placement, communication, and school-site implementation of internships.
- Conduct site visits to businesses and organizations to assess the appropriateness and relevance of internships for students.
- Collaborate with businesses/organization Human Resources to ensure all requirements are met for internship and work experience.
- Plan and facilitate internship workshops and informational programs.
- Evaluate the effectiveness of internship programs and maintain a tracking database.
- Counsel, advise, and prepare students on employment opportunities with various employers, including resume and interview skills workshops.
- Assist in marketing services and programs through the development of appropriate materials.

ALUMNI PROGRAM:

- Provide guidance and support to High School Inc. alumni regarding employment, post-secondary options, and financial resources.
- Maintain data and a database of High School Inc. Academies Foundation alumni within the CRM.
- Develop reports demonstrating the short and long-term impact of High School Inc. programs.
- Create an alumni communication network to foster support and connections through social, career/networking, educational, volunteer, and event opportunities.
- Organize and coordinate alumni events and networking programs, communicating information to recent alumni using various media types.
- Promote alumni programs to campus faculty and staff and management involvement.

COLLABORATION:

- Work closely with the Program Director to ensure College & Career Readiness, internships/work-based learning, and alumni programming align with High School Inc.'s Power Standards, academy/pathway priorities, organizational goals, and overall program direction.
- Lead the day-to-day coordination and implementation of College & Career Readiness, internships/work-based learning, and alumni programming while partnering with the Program



Director on annual planning, program priorities, evaluation, and continued program development.

- Partner with High School Inc. Program Managers on school-site scheduling, teacher and student communication, identification of academy/pathway needs, promotion of opportunities, and coordination of on-campus activities.

PROFESSIONAL DEVELOPMENT:

- Attend meetings, conferences, and seminars on career trends, college entrance, and financial aid to enhance knowledge of relevant issues and trends in college admission.
- Stay informed about changes in college admissions requirements, financial aid policies, and testing standards by attending professional development opportunities, conferences, and workshops.
- Continuously update knowledge of career trends, emerging industries, and evolving job market demands to provide relevant guidance to students.
- Collaborate with school counselors, teachers, and administrators to align college and career planning with the overall educational objectives of the school and support students' academic progress.

DELIVERABLES:

Success in this position will be measured by the employee's ability to:

- Develop and implement a comprehensive College & Career Success Program that supports students in achieving their post-secondary education and career goals.
- Provide individualized college, career, and workforce advising to students, assisting with college applications, financial aid, scholarships, career exploration, and post-secondary planning.
- Develop, coordinate, and expand internship, apprenticeship, work-based learning, and career exploration opportunities through partnerships with businesses, colleges, and community organizations.
- Build and maintain strong relationships with employers, higher education institutions, workforce agencies, school staff, and community partners to increase opportunities for students.
- Plan and facilitate college and career readiness workshops, employer engagement events, parent information sessions, career fairs, and internship orientations.
- Develop and maintain an active alumni network, including accurate alumni records, ongoing communication, and programs that encourage alumni engagement and mentorship.
- Maintain accurate student, internship, employer, and alumni records within the organization's CRM and data management systems, ensuring timely reporting and program accountability.
- Measure and report key college and career readiness metrics, internship participation, post-secondary outcomes, alumni engagement, and partnership growth, using data to continuously improve program effectiveness.
- Collaborate with High School Inc. staff, school districts, educators, and community partners to support strategic initiatives that advance student success and organizational goals.
- Provide regular program updates, outcome reports, and recommendations to the Executive Director demonstrating measurable impact and continuous program improvement.

COMPENSATION & BENEFITS:

High School Inc. Academies Foundation offers a competitive compensation and benefits package for this full-time position.

Salary: \$71,500-\$72,500 annually, depending on qualifications and experience.

Benefits include:

- Medical, Dental, and Vision Insurance (Full-Time Employees)
- Employer-Paid Life Insurance
- 401(k) Retirement Plan with Employer Matching
- Paid Time Off (PTO)
- Paid Holidays
- Cell-Phone Stipend
- Professional Development Opportunities



In addition to a competitive compensation package, this position offers the opportunity to make a meaningful impact by advancing educational opportunities, strengthening business partnerships, and helping high school students prepare for college, careers, and lifelong success.

WORK LOCATION:

Santa Ana, CA (On-site).

APPLICATION PROCESS:

Interested candidates should submit their resume, a cover letter outlining their qualifications and experience to: [felix@highschoolinc.org] Applications will be reviewed on a rolling basis until the position is filled.

High School Inc. is committed to creating a diverse work environment and is proud to be an equal employment opportunity employer. High School Inc. does not discriminate on the basis of race, color, religion, gender, national origin, disability status, protected veteran status, or any other characteristic protected by law. We encourage individuals of all backgrounds to apply.