



Position: College and Career Counselor

Employment Status: Full-time salaried position with benefits

Reports to: Secondary Program Manager (6th grade – college)

Organizational Background: Banyan Community is a Christian Community Development Organization rooted in the Phillips Neighborhood of South Minneapolis to transform lives by **Developing Youth** (after school and summer support for youth K-College), **Strengthening Families** (connecting families to resources and setting goals) **and Creating Community** (through gathering events, leadership development opportunities, and our Lighthouse Network). We have been a community anchor in the neighborhood for over twenty years. Working together as a community, over half of our employees are members of our community and are bilingual. Banyan continues our growth as we increase the number of youth, families and community members that join our thriving neighborhood vision each year. We hope you will join us!

Primary responsibilities of the College and Career Counselor: This position is designed to work as an active member of the Secondary Team (working with youth 6th grade through college and their families) to plan and implement college and high school youth programs and to work in partnership with the family advocates to support adult participants in their college and career endeavors.

Primary Responsibilities:

- **Program Coordination (15%)**
 - Develop, implement and evaluate the Banyan Scholars college program: mentoring, parent support, training, intervention, and career preparation.
 - Work with Development Team to plan and implement networking opportunities for students at Banyan.
 - Build key college partnerships to support student success: financial aid, supportive community, etc.
- **College Access (including direct service) (40%)**
 - Work with Secondary Team to support high school youth in the ASPIRE program with academics and college preparation: ACT prep, college selection, identifying financial aid options, completing college, scholarship and financial aid applications and visiting schools.
 - Provide individual tutoring and homework help to ASPIRE high school youth as needed.
 - Keep parents informed regarding college applications and the financial aid process.
 - Work with Family Advocates to support Banyan parents who are interested in attending college.
- **College Success (20%)**
 - Help Banyan College students stay connected to Banyan and their neighborhood.
 - Counsel and advocate for college students struggling with academics, financial aid, interpersonal skills or personal problems.
 - Create a supportive community for parents as they navigate their youth's transition to college.
- **Career Building (15%)**
 - Help college students connect with internship and professional networking opportunities.
 - Work with Secondary Team to provide introductions to college students and career exploration for middle school youth.
 - Work with Family Advocates to provide career information and resources for parents.
- **Reporting (10%)**
 - Complete program reports as required and a regular program evaluation cycle.
 - Participate in required staff meetings and trainings.
 - Record family information and program stats in Client Track Database.
 - Track expenses according to established budgets.
 - Complete special projects or duties as assigned.

Qualifications:

- Must have a bachelor's degree with coursework in school counseling, sociology, psychology, or related field and considerable experience working with adolescents, or equivalent combination of education and experience. Bilingual in Spanish preferred.
- 2-4 years of experience in college admissions, high school guidance counseling, college advising or related field.
- Strong interpersonal skills: able to build meaningful trust-based relationships with diverse youth and parents.
- Able to communicate effectively and interact respectfully with diverse groups of people.
- Previous experience working/living in an urban setting highly preferred.
- Must be passionate about urban youth succeeding academically and attending college.
- Organized and detail oriented; able to work independently and as part of a dynamic team
- Experience with racial equity, inclusion, and engagement with diverse community members.

Compensation: This is an exempt, year-round full-time- 40 hr. position with full benefits (requires day, evening, and occasional weekend hours). Salary range \$45,000-\$48,000 DOQ. Healthcare premium (100%), short-term & long-term disability, life insurance, SIMPLE IRA, cell phone reimbursement, employee development, paid holidays, vacation and personal time.