



## Our School

Beacon Academy closes the opportunity gap for a cadre of Boston's bright and determined students. Striving for educational equity using a lens of social justice, we help our students create life-changing opportunities as they build lives of purpose, community, and impact. Our 10-Year Model begins with our Academy Year – a 14-month term filled with academic rigor, personal development, and exciting life experiences – followed by diverse support programs for our alumni throughout high school, college, and early careers. Not only do we prepare students for futures of curiosity and well-being, but we also stay connected with them, offering resources to promote success from their first day at Beacon into their first careers. We value our community and strive for a sense of belonging at Beacon. To achieve that, we honor each person's dignity and humanity, bring a learning mindset to our work, encourage honest and direct feedback, and look for joy even in challenging spaces. We invite you to contribute to Beacon's core values.

## Commitment to Equity, Inclusion, Diversity, Belonging, and Joy!

At Beacon Academy, we center our work on the educational success and well-being of the students and alumni of color we serve. We, therefore, hold ourselves accountable to the following principles:

- Recognizing the humanity and dignity in each person, no matter their role, title, or responsibilities.
- Embracing equity as a common goal, demonstrated by leveraging and sharing our power, influence, knowledge, and experience to level the playing field and dismantle barriers to educational success and well-being.
- Co-creating a sense of belonging where our team, students, families, and volunteers feel welcomed, respected, supported, and valued to fully participate in the community.
- Leading with curiosity by first seeking to understand the need.
- Ensuring accountability to our students and our team.
- Discovering joy by celebrating successes and lessons, even if the outcome was not as expected.



## Admissions & Placement Coordinator

**Reports to:** Director, Enrollment and Placement

**FTE:** 1.0

**Schedule:** Typically Monday through Friday, 9 am to 5 pm, with occasional nights or weekend work

**Position Type:** Full-time, exempt, year-round position (summers included)

**Benefits Eligible:** Yes

**Salary Range:** \$59,000-\$62,000

**Preferred Start Date:** July 2024

## Job Summary

The Admissions & Placement Coordinator is an important role designed to support the recruitment and enrollment of candidates into Beacon Academy and later placement into independent high schools. This person will coordinate recruitment and placement efforts, including on-campus or virtual events, scheduling interviews, and communication with applicants, their families, and nominating organizations. This person will be a key member of the admissions and placement team, organizing a welcoming experience for prospective students and their families. We are excited to have this new role join Beacon's community.

## Responsibilities

- Represent the core values of the Academy in all work performed and in all activities related to the lives of students, graduates, and their families by demonstrating an excellent work ethic, personal integrity, confidentiality, professional maturity, and thoughtful ambassadorship.
- Coordinate activities for recruitment effectively using online tools and platforms, including Blackbaud and Google Workspace.
- Cultivate new nominating partners through strategic outreach, attending school fairs, and visiting community-based organizations.
- Codify the admission and enrollment process in partnership with the Director of Enrollment and Placement.
- At the direction of the Director, create reports relative to annual department goals and objectives.
- Work with the Director and the Admission and Placement Officer to design recruitment and placement events, including Open Houses, Information Sessions, Prospective Student Visits, etc.



- Schedule applicant interviews and other relevant admission assessments and team meetings.
- Craft communication with prospective students, families, and school administrators about application status, including the successful submission of letters of recommendation and official school transcripts.
- Enter and maintain relevant data and communication into Blackbaud and Google Workspace tools, as directed.
- Act as School Registrar, compiling and submitting recommendation letters and final transcripts as needed for current secondary school applications; manage the submission of all matriculation and enrollment information, including final transcripts to be submitted to high schools.
- Advise a small group of students and offer guidance for their academic, emotional, and personal growth.
- Perform other duties as assigned.

## Qualifications

- Demonstrated commitment to the principles of equity, inclusion, and belonging as evidenced by a practice guided by respect for one's dignity, self-determination, and advocacy for those with limited influence and opportunity.
- Bachelor's degree in a related field or equivalent experience (minimum two years).
- The ability to effectively communicate and collaborate with diverse students, families, and community members.
- Excellent data management; experience with database systems (preferred).
- Excellent verbal and written communication skills.
- Strong computer skills, including the ability to use MS Office (PowerPoint, Excel, Word, Outlook), Google Workspace, and databases (experience with Blackbaud preferred).
- A positive outlook, an excellent work ethic, and a sense of humor.
- Demonstrated ability to embrace and share the Academy's mission.
- Ability to travel and work evenings and weekends, as necessary.
- Sound judgment, insight, and intuition.



## Physical Demands

This position works in our school office environment and requires:

- The ability to travel occasionally through the greater Boston area and Northeast up to 10% of the time.
- Evening and weekend work, as needed.
- A valid driver's license.
- The ability to work using a computer for long periods of time.
- The ability to lift 3-5 lbs. of materials.

## To Apply

Please send a cover letter and resume to [hr@beaconacademy.org](mailto:hr@beaconacademy.org) with the subject line "Admissions & Placement Coordinator\_BA."

Beacon Academy welcomes a diverse candidate pool because we believe a diversity of voices leads to better outcomes for everyone.

Beacon Academy is an Equal Opportunity Employer.



## The Beacon Community

A key priority for Beacon this year is maintaining and strengthening a sense of community. Our community consists of students, alumni, parents, caregivers, faculty, staff, board members, volunteers, corporate and community partners, and donors who bring our mission to life and sustain our robust 10-year journey from Academy year to career for over 350 students and alumni. We are committed to embracing educational equity as a common goal and are grateful to our community for helping us work to achieve it. When we come together as a community, there is no limit to the number of life-changing opportunities we can create for these students and many more.





## Beacon Academy's CEO & Head of School's Vision



Charles E. Carter, Jr., Ph.D., LICSW, brings more than 25 years of experience working with and leading nonprofit organizations that focus on youth development and education. He has committed his career to improving social and economic justice for Black and Brown communities. As Beacon's leader, Dr. Carter envisions Beacon as a place where students expand their brilliance and discover their power to achieve their dreams.

## Location

In 2021, Beacon Academy moved to its own building at 814 South Street, in the heart of Roslindale Village. This impressive 17,000-square-foot granite church was most recently the base for the Boston School of Modern Languages. The spacious meeting areas, classrooms, and offices have facilitated efficient communication and collaboration among faculty, staff, students, alumni, and volunteers. Beacon values the in-person connections fostered in this new location and looks forward to the new memories that will be made there.

