



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.



Program Coordinator

Reports to: Director of the Academy Year

FTE: 1.0

Schedule: Typically Monday, Tuesday, Thursday 7:45 AM to 4:15 PM and Wednesdays, Fridays 7:45 AM to 3:15 PM, with occasional nights or weekend work as needed

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 Program Coordinator works to support the general operations of Beacon Academy as directed by the Director of the Academy Year. This critical role will often be the first point of contact for students, families, and visitors and, therefore, integral to how we show up as a student-focused community. This team member will contribute to the Beacon community through their ability to engage and respond to the needs of adolescent students in everyday interactions and offer administrative support to faculty and staff in terms of data entry and management of office supplies. We are looking for an individual inspired by Beacon's mission and motivated to contribute to a team committed to educational equity.

Responsibilities

- Greet and welcome all visitors and answer calls.
- Ordering, managing, and supervising student meals and snacks.
- Manage and log student attendance.
- Perform data entry work using Blackbaud and Google Suite tools.
- Support student field trips, co-curricular activities, and other Beacon events.
- Receive and distribute all incoming letters, packages, etc.
- Monitor office supplies and place orders when necessary.
- Actively practice a strong work ethic of timeliness and dependability, personal integrity, confidentiality, and professional maturity.
- Perform other tasks as assigned.



Qualifications

- A positive outlook, personal warmth, an excellent work ethic, and a sense of humor.
- The ability to work collaboratively with a diverse group of community members with fairness, respect, consistency, and integrity.
- At least two years' experience working with youth.
- Customer service orientation.
- Experience organizing activities and processes.
- Strong computer skills, including ability to use MS Office (PowerPoint, Excel, Word, Outlook), Google Workspace, and databases (experience with Blackbaud preferred).
- Excellent interpersonal and communication skills; ability to communicate effectively with all members of the Beacon community.
- Demonstrated ability to embrace and share Beacon Academy's mission.

Physical Demands

This position works in our school office environment and requires:

- The ability to guide visitors to Academy rooms.
- The ability to work using a computer intermittently.
- The ability to become Safe Serve certified and follow its protocols for serving and organizing student meals.

To Apply

Please send a cover letter and resume to hr@beaconacademy.org with the subject line "Program 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.

