



Academy Year Summer Program Associate

Job Summary

Academy Year Summer Program Associates will provide academic support to the incoming new Beacon students in humanities, math, science, and other relevant areas. Program Associates will provide support in academic classrooms, manage attendance, supervise study halls, and chaperone field trips. **The Academy Year Summer Program Associate position is only open to Beacon Academy alumni who have completed 10th grade or higher and are in good academic standing.**

Responsibilities

Represent the core values of Beacon Academy in all work performed on behalf of the organization and in all activities related to the lives of students, graduates, their families, and donors by demonstrating an excellent work ethic, personal integrity, confidentiality, professional maturity and thoughtful ambassadorship.

- Provide academic support to Beacon's new class of students
- Serve as a role model and resource for incoming students, including modeling positive attitudes towards new experiences, hard work, and running
- Serve as a student advisor for a small group of students
- Communicate regularly with Beacon faculty regarding the subject matter to be covered on a daily basis
- Prepare for academic lessons as needed prior to all classes and tutoring sessions (as appropriate)
- Model identity boxes and lead community meetings
- Coordinate and lead team-building activities

Work begins with meetings and trainings on July 2, 2026, and the Summer Session will run from July 6 through August 6, 2026. Summer Program Associates should expect to work 9:15 AM - 4:30 PM on regular academic days, Monday through Thursday (Beacon Academy is closed on Fridays in the summer). Work hours will differ slightly on field trip days, faculty/intern meeting days, the parent dinner/meeting, and during our overnight trip to Cape Cod (these days may start earlier and run later). Pay for the summer is \$2200 for Program Associates.

Core Competencies:

- Ability to work both independently and collaboratively with a diverse group of community members with fairness, respect, consistency, and integrity.
- Confidence to speak up and to be proactive in helping out in classes, community gatherings, and one-on-one with new students.
- Good judgment, insight, and intuition.
- Strong sense of responsibility for achieving personal goals.
- Desire to multi-task, meet deadlines, and work as a self-starter.
- Creative ability, a positive outlook, an excellent work ethic, and a sense of humor.

Interested candidates should send their resume to Ms. Yu-Phelps, Director of the Academy Year, **no later than Monday, April 6, 2026 at 5:00 PM.**



Alumni Office Summer Program Associate

Job Summary

The Alumni Program Associate will provide administrative and operational support to the Beacon alumni team. Occasionally, the Alumni Program Associate will also assist with the Beacon Academy Summer Session. **The Alumni Summer Program Associate position is only open to Beacon Academy alumni who have completed 10th grade or higher and are in good academic standing.**

Responsibilities

Represent the core values of Beacon Academy in all work performed on behalf of the organization and in all activities related to the lives of students, graduates, their families, and donors by demonstrating an excellent work ethic, personal integrity, confidentiality, professional maturity, and thoughtful ambassadorship.

- Provide day-to-day administrative and clerical support to the Beacon alumni team.
- Help with event coordination for the Senior Dinner, Back to School Shopping, and Alumni Day.
- Assist with social media support and alumni communications, including the alumni newsletter.
- Gather and analyze information about relevant organizations to enhance program operations, identify resources, or discover collaborative opportunities.
- Serve as a role model and resource for incoming students, including modeling positive attitudes towards new experiences and hard work.
- Model identity boxes and participate in model community meetings.
- Chaperone Summer Session field trips.
- Other Summer Session duties as needed.

Work begins with meetings and trainings on July 2, 2026, and the internship will run from July 6 through August 6, 2026. The Alumni Program Associate should expect to work 9 AM - 4 PM on regular Summer Session academic days, Monday through Thursday (Beacon Academy is closed on Fridays in the summer). Work hours will differ slightly on field trip days. Pay for the summer is \$2200 for the Alumni Summer Program Associate.

Core Competencies:

- Strong written and verbal communication skills.
- Organizational skills and attention to detail.
- Proactive attitude with the ability to work both independently and collaboratively.
- Ability to manage multiple tasks and deadlines effectively.
- Experience with event planning or administrative tasks (*helpful but not required*).
- Familiarity with social media platforms (Instagram, Facebook, LinkedIn, etc.) and content creation tools (e.g., Canva, Adobe Spark) (*helpful but not required*).
- Interest in alumni relations, communications, or non-profit work (*helpful but not required*).

Interested candidates should send their resume to Ms. Yu-Phelps, Director of the Academy Year, **no later than Monday, April 6, 2026 at 5:00 PM.**



Enrollment and Placement Summer Program Associate

Job Summary

The Enrollment and Placement Program Associate will provide administrative and operational support to the Beacon Enrollment and Placement team. Occasionally, the Enrollment and Placement Associate will also assist with the Beacon Academy Summer Session. **The Enrollment and Placement Summer Program Associate position is only open to Beacon Academy alumni who have completed 10th grade or higher and are in good academic standing.**

Responsibilities

Represent the core values of Beacon Academy in all work performed on behalf of the organization and in all activities related to the lives of students, graduates, their families, and donors by demonstrating an excellent work ethic, personal integrity, confidentiality, professional maturity, and thoughtful ambassadorship.

- Provide day-to-day administrative and clerical support to the Enrollment and Placement team.
- Help with event coordination for summer Academy field trips, school visits, and preparation for Mock Interview day.
- Support scheduling and facilitation of enrollment meetings with each Academy Year family
- Build worksheets/tools/quizzes to support curriculum for Secondary Schools class and SSAT prep class in preparation for the Academy Year programming, with guidance from the Director
- Proficiency with Google Suite, especially Google Sheets and Google Forms, is especially helpful
- Serve as a student advisor for a small group of students
- Model identity boxes and participate in model community meetings.
- Chaperone Summer Session field trips, as needed
- Other Summer Session duties as needed.

Work begins with meetings and training on July 2, 2026, and the internship will run from July 6 through August 6, 2026. The Enrollment and Placement Program Associate should expect to work 9 AM - 5 PM on regular Summer Session academic days, Monday through Thursday (Beacon Academy is closed on Fridays in the summer). Work hours will differ slightly on field trip days. Pay for the summer is \$2200 for the Enrollment and Placement Summer Program Associate.

Core Competencies:

- Strong written and verbal communication skills.
- Positive attitude, willingness to learn, and ask for help when needed
- Open to feedback
- Organizational skills and incredible attention to detail.
- Proactive attitude with the ability to work both independently and collaboratively.
- Ability to manage multiple tasks and deadlines effectively.
- Experience with event planning or administrative tasks (*helpful but not required*).

Interested candidates should send their resume to Ms. Yu-Phelps, Director of the Academy Year, **no later than Monday, April 6, 2026 at 5:00 PM.**



Beacon Prep Summer Program Associate

Job Summary

Beacon Prep Summer Program Associates will provide academic support to the Beacon Prep students during their summer session. Program Associates will provide support in academic classrooms, manage attendance, supervise students, and lead agreed-upon activities. This position is only open to Beacon Academy alumni who have completed 10th grade or higher and are in good academic standing.

Responsibilities

Represent the core values of Beacon Academy in all work performed on behalf of the organization and in all activities related to the lives of students, graduates, their families, and donors by demonstrating an excellent work ethic, personal integrity, confidentiality, professional maturity and thoughtful ambassadorship.

- Provide academic and co-curricular support to Beacon Prep students
- Serve as a role model and resource for students, including modeling positive attitudes towards new experiences, hard work, and daily activities
- Assist with leading morning check-in and meetings
- Assist with breakfast and lunch distribution and clean-up
- Communicate regularly with the Beacon Prep team regarding observations around student participation and progress
- Coordinate and lead team-building activities

Work begins with meetings and training on July 6, 2026, and the Beacon Prep Summer Session will run from July 7 through July 30, 2026. Beacon Prep Summer Program Associates should expect to work 8:45AM - 2:45 PM Monday through Thursday (Beacon Academy is closed on Fridays in the summer). Pay for the summer is \$1000.

The program will take place at Roxbury Latin School, located at 101 St. Theresa Ave. West Roxbury, MA.

Core Competencies:

- Ability to work both independently and collaboratively with a diverse group of community members with fairness, respect, consistency, and integrity.
- Confidence to speak up and to be proactive in helping out in classes, community gatherings, and one-on-one with new students.
- Good judgment, insight, and intuition.
- Strong sense of responsibility for achieving personal goals.
- Desire to multi-task, meet deadlines, and work as a self-starter.
- Creative ability, a positive outlook, an excellent work ethic, and a sense of humor.

Interested candidates should send their resume to Ms. Yu-Phelps, Director of the Academy Year, **no later than Monday, April 6, 2026 at 5:00 PM.**