



Overview

Launched in 2005, Beacon Academy remains steadfastly committed to promoting educational equity. We strive to prepare determined and inquisitive students from historically under-resourced and/or underrepresented communities to succeed academically, personally, and professionally. Our 10-Year Program is designed to guide students from their first day at Beacon Academy through high school, college, career, and beyond. During the Academy Year, with academic resources and support from the Beacon Academy community, our students explore their intellectual curiosity, affirm their racial and cultural identity, build their confidence, and discover the power of their voice. Beacon Academy continues its long-term commitment to its students by partnering with high schools, families, and caregivers as students progress. Whether students need guidance in navigating high school coursework and applying to college, help securing meaningful jobs and internships, assistance with analyzing financial aid packages, or more, Beacon Academy creates life-changing opportunities for all our students. You can find more information about Beacon Academy [here](#).

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 we serve and the adults who care about them. We acknowledge systemic oppression exists and negatively impacts young people and families. 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



Enrollment & Placement Coordinator

Reports to: Director of Enrollment & Placement

FTE: 1.0

Schedule: Typically Monday through Friday, 10 am to 6 pm (will shift earlier some days as needed to participate in essential school events), periodic evening and/or weekend work

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

Benefits Eligible: Yes

Salary Range: \$65,000

Preferred Start Date: June 29, 2026

Job Summary

The Enrollment and Placement Coordinator serves as the operational backbone of the Enrollment and Placement Department, primarily supporting critical aspects of the High School Placement process, including scheduling student interviews (250+ annually) and coordinating transportation to interviews. The Coordinator additionally supports aspects of the enrollment process for each incoming Beacon class. The Enrollment and Placement Coordinator is responsible for the smooth execution of logistics for all departmental virtual and on-campus events, as well as staffing support for each event. The Enrollment and Placement Coordinator will also provide critical communication and logistical support for the various volunteer recruitment and engagement efforts related to the high school placement process.

Responsibilities

Enrollment and Placement 80%

- 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.
- Collaborate with the Director of Enrollment and Placement to schedule student interviews at area independent high schools across New England.
- Coordinate with students, parents, mentors, and staff on transportation plans for each student to all school visits and interviews.
- Schedule and provide support for all student virtual interviews.
- Coordinate event logistics, including managing RSVPs, creating nametags and other materials, ordering food and supplies, and providing support for set up and break down.
- Support SSAT test registration and administration- typically four Saturday test administrations per year.
- Schedule Beacon admission interviews for prospective Beacon students. Prepare materials for each interview and hosting Beacon applicants on campus visits.



- Support volunteer recruitment and engagement for the department, including securing alumni and volunteers for application writing support, SSAT proctors, and virtual study hall facilitators, as well as additional volunteers as needed.
- Act as School Registrar: compile and submit recommendation letters and final transcripts as needed for the current secondary school application year; manage the submission of all matriculation and enrollment information.
- Perform other duties as assigned.

Academy Year Program Support 20%

- Maintain a presence at the school's main entrance- greet guests, answer school phone calls, and accept deliveries.

Qualifications

- Demonstrated commitment to the principles of diversity, equity, inclusion, and belonging as evidenced by a practice that respects the dignity and self-determination of others and advocates for those with limited influence and opportunity
- Excellent ability to attend to details
- Ability to manage multiple simultaneous projects
- Ability to communicate effectively (written and verbal) and collaborate with diverse students, families, and community members
- Experience working with young people and families
- Strong computer skills, including proficiency in MS Office (PowerPoint, Excel, Word, Outlook), and Google Workspace (especially Google Sheets)
- Excellent time management skills
- Prior experience in a school setting is a plus
- A bachelor's degree in a related field, or equivalent experience
- A valid driver's license
- Preference for the ability to drive a 15-passenger van

Employee Benefits

- Generous paid time off
- Health Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance
- 401(k) with employer match after the first year
- Health Savings Account or Health Reimbursement
- Flexible Spending Account (Health and Dependent Care)



- Supplemental Medical Insurance (Accident and Hospital Confinement)
- Legal Plan
- Convenient location with parking and access to public transportation

Physical Demands

This position is based on site, in our school office environment, and requires:

- The ability to travel frequently through the greater Boston area and New England, up to 10% of the time
- Evening and weekend work, as needed
- The ability to work using a computer for long periods of time
- Ability to lift 3-5 lbs. of materials

To Apply

Please send a cover letter and resume to jobs@beaconacademy.org with the subject line "Enrollment & Placement Coordinator." Only candidates who submit all requested materials will be considered. No phone calls, please.

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 400 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.

