



## Overview

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 – the first year 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.



## Student Operations Coordinator

**Reports to:** Chief Operations Officer

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:** \$65,000

**Preferred Start Date:** Early June 2026

### Job Summary

The Academy Year Student Operations Coordinator supports the daily operation and student experience of the Academy Year by managing front desk operations, student supervision, meal coordination, attendance, inventory, and administrative support functions. This role serves as a welcoming and consistent presence for students, families, staff, and visitors while helping ensure the school day runs smoothly.

The ideal candidate is highly organized, enjoys working with adolescents, and thrives in a fast-paced school environment where flexibility and relationship building are essential.

### Responsibilities

- Support student arrival and morning supervision
- Coordinate breakfast, snack, and lunch setup, service, cleanup, and restocking
- Supervise students during meals and other assigned times throughout the school day
- Provide front desk coverage and serve as a primary point of contact for students, families, visitors, and staff
- Greet visitors, answer phones, monitor building entry, and receive deliveries
- Manage and maintain accurate student attendance records
- Monitor inventory and maintain organization of school and office supplies
- Collect supply orders and restock materials as needed
- Provide Academy Year administrative support, including scheduling, data entry, documentation, and communications
- Support Academy Year projects and day-to-day operations
- Assist with student and family communication efforts
- Serve as an advisor to Academy Year students as assigned
- Support field trips, school events, co-curricular programming, and other student activities as needed
- Maintain confidentiality and demonstrate professionalism in all interactions
- Demonstrate timeliness, dependability, and strong organizational practices
- Build positive relationships with students and contribute to a welcoming school culture
- Perform additional responsibilities and school support duties as assigned



## Qualifications

- Minimum two years of experience working with youth, schools, or educational settings preferred
- A valid driver's license
- Strong organizational and communication skills
- Customer service mindset and ability to work collaboratively
- Experience with Google Workspace and Microsoft Office
- Experience with Blackbaud or student information systems preferred
- Ability to multitask and manage competing priorities
- Demonstrated commitment to Beacon Academy's mission and educational equity work
- Must be ServSafe certified or willing to obtain certification upon hire
- Bilingual candidates a plus

## 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.

## 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

## To Apply

Please send a cover letter and resume to [jobs@beaconacademy.org](mailto:jobs@beaconacademy.org) with the subject line "StudentOperationsCoordinator\_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.

