



An award-winning EL Education School in Washington, DC

Immediate Hire: High School Alumni Coordinator –(Flexible Start Date)

Capital City seeks an Alumni Coordinator to work with students, staff, and families to provide guidance, support and intervention for alumni, as well as, assisting current students in their transition to college or post-secondary options of their choosing. The Alumni Coordinator reports to the Director of College Counseling and Partnerships.

This is a 12-month position, which is exempt and therefore not eligible for overtime pay under the provisions of the Fair Labor Standards Act.

Some of the many and varied responsibilities of the position are:

Alumni Services

- Maintaining data and database of Capital City Public Charter School alumni.
- Creating an alumni communication network to support and connect with alumni through social, career/networking, educational, volunteer and events.
- Ensuring all college students complete FAFSA and DC-TAG re-enrollment annually.
- Providing academic advising to college students, as needed.
- Visiting Alumni in colleges and post-secondary institutions to assess needs and render services
- Providing guidance and support for students attending community colleges or two-year colleges with transfer applications.
- Providing emergency/crisis intervention support for alumni, as needed.
- Supporting college students attempting to register for summer courses locally.
- Supporting the Director of College Counseling in the development of college planning curriculum, programs and services.
- Assisting students and advisors in setting up and accessing Naviance accounts and ensuring effective use.
- Supporting the Director of College Counseling with major programs and events including, College Awareness Month, Financial Aid Events, College Trips/Visits, PSAT/SAT Administration and Graduation programs.

Requirements:

- Bachelor's Degree or higher in counseling, education or related fields.

- Experience working with students and families in a public school or other student focused environment.
- Excellent written, oral and verbal communication skills are essential.
- Ability to work effectively on a small team and manage multiple assignments.
- Case management experience with college transition, tracking, outreach and/or college retention programs.
- Spanish Language skills desired.

Compensation and Benefits: Capital City offers a competitive salary commensurate with experience and a comprehensive benefits package.

About Our School: Capital City was founded in 2000 and now serves 993 students in grades PK-12. In 2012, the entire school relocated to a newly renovated single campus in Ward 4. Capital City has been a model for school reform in the District. The school implements the EL Education model (www.elschools.org). Through this model teachers craft expeditions that incorporate projects, research, fieldwork, and service to support students in meeting rigorous standards. Capital City's program also emphasizes a strong social curriculum, a commitment to diversity, a strong inclusion model and the integration of arts into the curriculum.

To Apply: Email your resume and cover letter to capitalcityjobs@ccpcs.org with “**High School Alumni Coordinator**” in the subject line. For additional information, please visit our website www.ccpcs.org.

Capital City is an equal-opportunity employer. We do not discriminate on the basis of race, color, national origin, marital status, religion, sex, age, sexual orientation, disability, or any other protected status. All employment decisions will be made solely on the basis of the individual's qualifications as related to the requirement of the position being filled.