



## **The Brotherhood Sister Sol**

Job Description: College & Career Facilitator (Part-time)

Salary: \$30.00 - \$35.00 per hour

Hours: 25-30 hours per week

About The Brotherhood Sister Sol (BroSis):

The Brotherhood Sister Sol is a social justice youth development organization that since 1995 has been a place where Black and Latinx youth claim the power of their history, identity, and community to build the future they want to see. By educating, organizing, and training, we are challenging inequity and creating opportunity for all.

BroSis provides holistic and long-term support services to youth who range in age from eight to twenty-two. BroSis offers wrap-around evidence-based programming such as four-six year rites of passage programming, thorough five days a week after school care, school and home counseling, summer camps, job training, college preparation, employment opportunities, community organizing training, and month-long international study programs to Africa and Latin America. Based in Harlem, NY but with a national reach, we publish assorted curricula and collections of our members' writings; train educators from throughout the nation on our approach; and organize and advocate for social change. BroSis has earned national recognition for our evidence-based model, receiving an array of awards and funding from a host of national funders, including Doris Duke Foundation, Marlene Nathan Meyerson Foundation, Charles Hayden Foundation, NBA Foundation, Kraft Heinz, New York Community Trust, Comic Relief/Red Nose Day, William Stamps Farish Foundation, and more.

The organization has over 50 full-time staff, serves thousands throughout New York City, and has a \$9.5 million dollar operating budget. In addition, we have just moved into our new building - a 22,000 square foot state-of-the-art beacon for youth development. It is an exciting period of organizational growth and increased impact in our community and beyond.

### POSITION SUMMARY

The Part-time College & Career Facilitator will report directly to the Director of College, Career, and Wellness.

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Under the direction of the College, Career, and Wellness Director, The Part-time College & Career Facilitator will provide support within the College and Career programs. The Part-time College & Career Facilitator will provide direct youth programming for youth ages 8 - 22 through the facilitation of workshops and the provision of support, guidance, and training for this demographic.

Working in partnership with the College & Career Team (Director of College, Career & Wellness, College Coordinator and the Career and Workforce Coordinator) the College & Career Facilitator will be responsible for supporting the overall vision and expansion of both programs.

## RESPONSIBILITIES

### Careers Program Responsibilities

- Design and implement career-related curriculum workshops, events, and programming to assist members and alumni in exploring career choices.
- Manage a caseload of members and alumni providing ongoing services that meet program goals
- Assist members in developing workforce skills, assessing interests and competencies, finding internships, employment, and career opportunities
- Develop Careers Newsletter and Job Board
- Co-design and facilitate; resource fairs; career panel series; and provide one-on-one job coaching sessions

### College Program Responsibilities

- Co-design and facilitate college exploration/preparation workshops for members in Elementary, Middle School, and High School
- Provide support for our young alumni currently in college to ensure successful completion
- Provide one-on-one college prep support
- Provide academic advisement
- Sustain and amplify the college-going culture at BroSis

### General Responsibilities

- Work alongside the CCW team to coordinate and co-facilitate overnight college tours, retreats as well as educational outings, and worksite visits
- Maintain all resources, documents, and organizational contacts within our grapevine databases
- Ensure all member data is recorded within our database system
- Support supervision of all CCW office spaces

## EXPERIENCE & PERSONAL REQUIREMENTS & SKILL SETS:

- Bachelor's Degree preferred; at minimum three years experience working in a College and Career program
- Excellent communication and presentation skills
- Demonstrated ability to perform multiple tasks effectively in a fast-paced, challenging, and constantly changing environment
- Knowledge of and experience with behavior guidance and restorative justice language and techniques
- Mature attitude, creativity, resourcefulness, and a positive role model for youth
- Demonstrated passion for working with Black and Latinx youth

As The Brotherhood Sister Sol is a youth development organization that works in close quarters with young people and children, and as the safety of our children and their families and our community is paramount - we have instituted a policy that all staff must be fully vaccinated by the start date of this position. If there is a medical or religious reason for an exemption from vaccination this can be presented and will be considered.

APPLY:

Email resume and detailed cover letter to [resume@brotherhood-sistersol.org](mailto:resume@brotherhood-sistersol.org)

ADDITIONAL INFORMATION:

If you would like to be considered for the current FT role and possess the preferred qualifications, please state your interest in your cover letter.