



Title: Steps to Success Programs Assistant (AmeriCorps Position)

Location: 2 Clark Road, Brookline, MA 02445

Supervisor:

Lynne Courtney, STS Career Explorations Manager

Office: 617.713.5310 | Cell: 617.529.4082

Email: lcourtney@stepstosuccessbrookline.org

Commitment Required:

- 40 hours per week on average
- Service from September through the end of July
- Attend occasional events occurring in the evenings: STS Step Up Celebration, Recognition Ceremony, parent or student meetings, etc. (approximately once a month)

Organizational Overview:

Steps to Success (STS) was founded as a public-private partnership to address the unequal academic outcomes of students living in Brookline's Public Housing. In collaboration with the Brookline Housing Authority (BHA) and the Public Schools of Brookline, STS provides individualized support and comprehensive services to students living in public housing. Starting in grade 4, STS works with BHA's students and families so that students not only graduate but thrive academically in school, explore careers, and obtain their college degree. We have a proven track record in narrowing the achievement gap between low-income students and their higher-income counterparts in Brookline.

Position Overview:

The Programs Assistant supports and reports directly to the Career Exploration Manager, helping to facilitate career development opportunities for students from Brookline High School. Service will focus largely around the successful implementation of our Work Connections internship program and Post Secondary Pathways (PSP) program. Additionally, the Programs Assistant will collaborate with other staff on agency-wide priorities and events.

Roles and Responsibilities:

Regularly serve in supportive role for Steps High School programming:

- Provide direct service program support by attending Work Connections and Post-Secondary Pathways program workshops, events, and meetings
- Communicate with students, school staff, and internship sites
- Assist with curriculum planning
- Design communication tools (e.g. flyers, social media, brochures)
- Assist with recruitment and enrollment of participants
- Assist with logistical coordination (space, materials, food, etc.)
- Provide data collection & office assistance related to student demographics and grant reporting
- Provide outreach to STS families as necessary
- Support (in conjunction with internal staff committees) two large scale events: STS Recognition Ceremony and STS Step Up Celebration

For more information about Steps to Success, please visit our website: www.stepstosuccessbrookline.org.