

## **Position Description Promise Guide**

### **Reports to: Senior Director of Scholar Engagement**

**Position Description:** Modeled on the Goodwill Industries Life Guides efforts, the Promise Guides program is a 2–3-year commitment to Promise eligible scholars to assist them in overcoming the interconnected obstacles erected by systemic inequity.

The Promise Guide carries a caseload of 20–30 Promise scholars and helps them develop specific goals that enhance their success. The goal is for the scholar to (re)enter post-secondary or vocational education, complete a credential, and enter a career that offers a living wage.

### **Essential Duties, Responsibilities and Functions**

Include but are not limited to:

- Assist in recruiting, enrolling, welcoming and onboarding new Promise scholars to the program
- Identify annual and monthly goals with each scholar on the caseload
- Coach and support students as they work toward their goals
- Coordinate wrap-around services to support students' goals and other needs that may arise
- Connect scholars with supportive and crisis intervention services as needed
- Establish a coaching partnership and build relationship with scholars focused on helping them maximize their potential by discovering, clarifying, and aligning with what the student wants to achieve in that context
  - The coaching relationship assumes that the student is creative, resourceful, and whole, and is not a 'prescriptive' relationship, but one where the student leads in generating solutions and strategies.
- Ensure that the scholars are meeting development and educational benchmarks, as well as receiving services conducive to their success and achievement of the program's key outcomes
- Host regular meetings where scholars come for food, fun, networking, and educational activities
- Collect participant data and assist with grant reporting when needed
- Other duties as assigned by supervisor

### **Knowledge, Skills, and Abilities**

- At least one-year previous work with students, families, or individuals experiencing barriers (social emotional, financial, legal, etc.)
- Case management experience, including related record keeping and outcomes management
- Competent in use of Microsoft Office, specifically Word and Excel
- Ability to develop relationships with students and Promise teammates
- Knowledge of community resources in the Kalamazoo area
- Experience working in social work or similar environment
- Fluent in English and Spanish written and spoken language preferred
- Knowledge of Latinx family culture, immigration, and undocumented status preferred

### **Education and Experience**

- Bachelor's degree in human services field required
- Formal Training or experience related to social work, counseling/therapy, early childhood and/or youth development preferred.

**Physical Requirements**

Normal office environment of sitting, speaking, listening, seeing, keyboarding; occasional lifting and pulling of 35 pounds; standing/walking for two plus hours at a time. Occasional local travel.

**Other**

- Must pass background check related to working with youth and adolescences
- Flexible schedule of 40 hours per week, typically 9am-5pm, occasionally 3-5 evenings a month, sometimes more

**Posting Begin/End Date: 04.01.24-04.08.24**

**Compensation:** Salary is \$50,000-\$60,000 commensurate with experience and qualifications

**Applications without a cover letter will not be considered.**

**How to apply:** <https://thekalamazoopromise.bamboohr.com/careers/38>

The Kalamazoo Promise is committed to cultivating a culture of diversity, equity, and inclusion. We grow and learn better together with a diverse team. The individual differences, life experiences, knowledge, innovation, self-expression, and talent that our team invests in their work represents not only part of our culture, but our greater commitment to the Promise community. In hiring for our team, we welcome the unique contributions that you can bring, including but not limited to education, culture, ethnicity, race, sex, gender identity and expression, marital/family status, nation of origin, age, languages spoken, veteran's status, color, religion, disability, sexual orientation, and beliefs.