



**Position Title: Assistant Director of College Access and Completion**

**About Breakthrough San Juan Capistrano**

Breakthrough San Juan Capistrano (BTSJC) is an education program hosted at St. Margaret’s Episcopal School. BTSJC’s mission is to support highly motivated students from the local and surrounding San Juan Capistrano communities whose backgrounds are underrepresented in higher education by providing tuition-free academic programming and guidance from middle school through college graduation. The program currently serves over 300 students from grade 7 through college. BTSJC is an affiliate of the Breakthrough Collaborative, one of twenty-four sites around the country serving over 10,000 students.

**Our Students**



are the first in their families to attend college



identify as students of color



are from low-income backgrounds

**Learn More about Breakthrough San Juan Capistrano**

**Newsletters/Reports:**

- [breakthroughsjc.org](http://breakthroughsjc.org)
- [Impact Report 2019-2020](#)

**Media:**

- [Instagram Page](#)
- [Conversation with one of our program alums](#)



**Reporting Relationship:**

The Assistant Director of College Access and Completion reports directly to the Executive Director of Breakthrough SJC.



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**Position Objectives**

The Assistant Director of College Access and Completion is responsible for managing all aspects of Breakthrough San Juan Capistrano's programming from 11th grade to college graduation. The Assistant Director of College Access and Completion serves on a small team and must work collaboratively. A strong sense of purpose and vision for expanding educational opportunities for youth who are underrepresented in higher education is an essential characteristic for success in this role, as are a love of learning, sense of service, growth mindset and strong work ethic.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Educational and/or Experience:**

- Must have a bachelor's degree, preferably in education or a related field. A master's degree is a plus.
- Experience working with high school or college students from underrepresented communities.
- An understanding of the college admission process, and skill set around college access and persistence are highly preferred.
- Ability to work in communities with people from diverse backgrounds (ethnic, socio- economic, educational, etc.) and across constituencies (students, parents, college mentors, advisory board members, host school staff, etc.)
- An understanding of educational equity and a firm belief that education can end poverty in a family line forever.
- Experience in community engagement and experience with communications is highly preferred.
- Experience with a [Breakthrough Collaborative](#) program, youth-serving organization, or another nonprofit program is highly preferred.
- Spanish skills are highly preferred for this position.



**Essential Duties/Responsibilities** include the following:

- Oversees all aspects of Breakthrough’s programming from 11th grade to college graduation; ensures enrollment, attendance, academic, college readiness, and completion goals are met.
- Designs, plans, and oversees programming for 11th and 12th grade students including case management, workshops, and events, with the goal of setting students up for success in finding the best-fit college.
- Designs, plans, and oversees programming for college students including case management, university-partners relations, workshops, events and data tracking, with the goals of a successful college experience and ultimately college graduation.
- Maintains positive and frequent communication with key stakeholders such as Breakthrough students, staff, parents, CUSD, administrators, university representatives and supporters organizational partners, parents, and the community.
- Oversees the College Mentor Program, including facilitating training for mentors and mentees, and selecting and managing college mentors.
- Recruits, selects, and manages special project interns of partnered organizations such as the University of California, Irvine, School of Social Ecology.
- In collaboration with the Executive Director, manages the implementation of the five-year strategic plan specifically regarding the organizational priority to support students through college graduation.
- Maintains an understanding of the college admissions landscape and best practices.
- Plans and executes internal and external communication with students, parents, Breakthrough Collaborative, St. Margaret’s, and other community stakeholders.
- Manages some programmatic aspects of Breakthrough’s intensive summer program, including but not limited to organizing summer bridge program, high school summer internship guidance, coaching college skills teaching fellow, supervising junior teachers, and coordinating summer college visits.
- Attends and participates in Breakthrough special events such as Breakthrough Collaborative training, summer events, St. Margaret’s orientation week and any additional events as assigned by the Director of Breakthrough.
- Creates and supports the social-emotional needs of all students by upholding and celebrating the inherent dignity of every person; in this work, strives for educational equity.



**Language Skills:**

Strong writing and public speaking skills are essential. Bilingual in Spanish is highly preferred.

**Interpersonal Skills:**

The ability to work on multiple projects, adhere to deadlines, exercise good judgment, and collaborate in a team is essential. Experience managing others, leading, or “owning” a program and a demonstrated level of commitment to an organization or project are also imperative. Candidates must also possess outstanding interpersonal and communication skills with students, families, and educators, including cross-cultural sensitivity.

**Reasoning Ability:**

Must possess the ability to evaluate programming, staff, and students in a constructive manner to continually build a stronger program. The ability to be resourceful, detailed and solution-oriented in a timely fashion is imperative to success in this position.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear, and the employee will regularly need to move throughout the school campus. There is regular travel throughout the community. The employee must have a current driver’s license or ability to acquire one upon starting and must always maintain it current.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

As Breakthrough is an “out of school time program” candidates should anticipate in-person regular work hours to be adjusted for portions of the month, during our summer program, and occasional weekends.

St. Margaret’s Episcopal School does not discriminate on the basis of gender, race, color, religion, sexual orientation or national and ethnic origin in the administration of its educational, admission, financial aid, hiring and athletic policies or in other school-administered programs. St. Margaret’s requires all employees to be fully vaccinated against COVID-19 per applicable law.

Qualified and interested candidates are encouraged to apply at  
[smes.org/employment](https://smes.org/employment).