



## **Part-Time Essay Writing Coach**

Carolina Youth Coalition (CYC) is seeking part-time Essay Writing Coaches to support high-achieving, under-resourced high school students with their college application personal statements and essays. Coaches will work primarily remotely, with opportunities for occasional in-person sessions at CYC campuses.

Writing Coaches will be matched with a minimum caseload of 20 students (called CYC Fellows) and will assist them in brainstorming, drafting, revising, and polishing their application essays. The focus will be on personal statements, supplemental essays, and scholarship essays.

The ideal candidate will have a strong teaching and writing background and experience working with students on college application essays, particularly those associated with the Common App personal statement prompts. Candidates will receive 10-15 hours of paid training, but we are primarily seeking individuals with prior experience in classroom teaching or college admission essay writing coaching, although we are open to other qualified candidates.

### **Key Responsibilities:**

- Work with a caseload of at least 20 Senior Fellows starting in May through April.
- Guide students through brainstorming, drafting, revising, and finalizing personal statements, supplemental essays, and scholarship essays.
- Provide asynchronous written feedback as well as real-time coaching via Zoom/Google Meet.
- Support students with crafting compelling, authentic narratives that align with their college goals.
- Collaborate with CYC staff to ensure students stay on track with deadlines.
- Attend 10-15 hours of paid training to align with CYC's essay coaching approach.
- Optional: Occasionally participate in in-person sessions or events at CYC campuses (as needed).

### **Qualifications & Experience:**

- Bachelor's degree required, preferably in English, education, communications, or a related field.
- Minimum 1 year of experience in teaching, counseling, writing coaching, or college admissions support preferred.
- Expertise in writing instruction and strong knowledge of college application essay strategies.
- Familiarity with the Common App personal statement and supplemental essay prompts.
- Ability to provide constructive and encouraging feedback to students.
- Strong communication skills and ability to work with students from diverse backgrounds.
- Comfort with remote work and virtual meetings (Zoom/Google Meet)
- Familiar with Google Workspace (Google docs, Google Meet, Google Calendar, Google Scheduler, and Google sheets)

## Compensation & Schedule:

- **Hourly Rate:** \$22-\$25 per hour.
- **Hours:** 10-15 hours per week
  - Late April: Training and onboarding
  - May - August: ~10 hours a week
  - August - December: ~15 hours a week
  - January - April: ~ 5 hours a week
- **Flexible schedule:** Writing Coaches will coordinate meetings with students based on mutual availability.
- **Start Date:** Training will take place in April, with student caseloads assigned in mid-May.

## To Apply:

Interested applicants should **email a resume and short email** to [katiew@carolinayouth.org](mailto:katiew@carolinayouth.org).

**Subject Line:** *Essay Writing Coach Applicant - [Your Name]*

## About Us:

Founded in 2018, Carolina Youth Coalition is a Charlotte, NC-based nonprofit that nurtures and propels high-achieving, under-resourced Fellows to and through college. Our ultimate purpose is to transform the life trajectory of CYC Fellows by helping them fulfill their promise through college and beyond. CYC was founded in February 2018 with seed funding from the Albemarle Foundation and modeled after the highly successful efforts of the Baton Rouge Youth Coalition (BRYC) in Baton Rouge, LA.

Since 2018, CYC participants, called "Fellows," have earned over \$99 million in scholarships and grants. 76% of Fellows who are attending four-year universities are doing so debt-free. In Fall 2024, CYC Fellows were attending or had graduated from 56 colleges in 22 states!

## Why CYC?

There are many high-achieving, under-resourced Fellows throughout our city who have the potential to get into and graduate from top universities and return to their community as leaders and innovators. However, many lack the necessary academic, financial, and social support at this pivotal time in their journey to maximize their full potential. Nationally, just 1 in 10 low-income, first-generation Fellows graduate from college in six years. In Charlotte-Mecklenburg Schools, low-income Fellows enroll in college at 26% while higher-income Fellows enroll at 52%. This disparity is the result of a profound resource gap for under-resourced Fellows that CYC combats through preparing Fellows holistically for college entry and graduation.

## Our Values – CYC community members choose to embody:

- GROWTH – Be a work-in-progress.
- OPENNESS – Value difference.

- COMMUNITY - Take care of CYC and one another.
- EXCELLENCE - Invest in your absolute best.
- EMPOWERMENT - Choose to be powerful.

### **Who We Serve:**

CYC Fellows are identified through local school and community partners as:

- High-performing - Fellows typically maintain a 3.3 GPA or above
- Under-resourced - Have a family income of <\$60,000 (Pell grant-eligible), will be a first-generation college Fellow, or have demonstrated financial need.

Carolina Youth Coalition is an equal-opportunity employer and encourages applications from individuals of all backgrounds and experiences. We celebrate diversity and are committed to creating an inclusive environment for all employees.