



Job Description: Associate Director, College Success

Summary

Carolina Youth Coalition (CYC) is seeking a relational, student-centered Associate Director to support the implementation of its newly enhanced College Success Program—**Persistence 2.0**. As the number of college-enrolled Fellows continues to grow, this role will help scale individualized support and expand career connections that promote college retention and long-term success. Working under the guidance of the Senior Director of Persistence, the Associate Director will play a key role in helping Fellows navigate the transition to college, stay on track to graduate, and access opportunities such as internships, research, and post-graduate pathways.

The ideal candidate is engaging, empathetic, and experienced in building trust with college-aged students and early career professionals. They should bring strong advising skills and the ability to connect students with both campus-based resources and career development opportunities.

About Carolina Youth Coalition

Carolina Youth Coalition (CYC) nurtures and propels high-achieving, under-resourced students to and through college. Since launching in 2018, CYC has supported over 600 Fellows in Charlotte and has helped them secure more than \$95 million in scholarships. CYC's Persistence Program ensures that students not only access college, but are retained, graduate, and enter the workforce or post-graduate studies prepared and confident. To date, 96% of CYC Fellows who have entered college have remained enrolled or completed their degree program.

Position Overview

The Associate Director, College Success position is responsible for implementing high-impact programming that supports the college success and professional development of CYC College Fellows. This includes case management, student tracking, event coordination, mentoring, and career readiness initiatives. The role also supports the Smart Savings Program and collaborates with colleagues and partners to provide holistic support throughout college.

This position plays a pivotal role in ensuring that CYC College Fellows are competitive candidates for internships, research opportunities, co-ops, and other high-impact experiences that position them for meaningful employment or graduate study after college.

Reporting: Reports to Senior Director, College Success

Schedule Type: Full-time (Exempt). Occasional evenings and weekends are required.

Location: Charlotte, NC. This position is expected to work in person a minimum of three days per week.

Number of People Supervised: None

Core Responsibilities

Case Management

- Build authentic, supportive relationships with College Fellows to ease their transition into college.
- Offer culturally responsive, individualized advising to help students address academic, personal, and financial challenges.
- Maintain regular communication with College Fellows through 1:1 meetings and virtual check-ins.
- Manage student data in tracking systems to ensure accuracy in records and timely intervention for at-risk students.

Persistence Programming

- Facilitate College Transition Workshops for high school seniors to prepare them for academic and social adjustment in college.
- Support the execution of annual events, including College Send-Off, End-of-Year Celebrations, semester care package drives, and other touchpoints.
- Build connectivity amongst College Fellows through the use of CYC's internal communication channels.
- Connect College Fellows to on-campus and off-campus resources that foster belonging and academic success.
- Support the implementation and monitoring of CYC's Smart Savings Program.
- Assist in coordinating the peer mentoring and volunteer programs that serve College Fellows.

Career Advising

- Implement CYC's Career Readiness programming, including workshops, career coaching sessions, and resume support.
- Provide timely, practical career advice tailored to the needs of college students and early career professionals.
- Work closely with the Senior Director to connect College Fellows with professional development opportunities.
- Help identify and cultivate employer and university partnerships to secure preferential access to internships, co-ops, research opportunities, and job placements.

Additional Responsibilities

- Serve as a liaison between CYC partners relevant to college persistence support and career exposure.
- Assist with the execution of special events and organization-wide initiatives as needed.

Qualifications

Education/Skills/Experience

- Bachelor's degree required; relevant fields include education, counseling, social work, higher education, human resources, public health.
- 3+ years of experience working with college-aged students, preferably in college access, higher education, or career development.
- Strong interpersonal and relationship-building skills; able to connect authentically with diverse students and professionals.
- Skilled in offering career guidance and identifying experiential learning opportunities.
- Strong communication, organizational, and project coordination skills.
- Familiarity with student support models and persistence strategies.
- Proficiency with Google Workspace and data tracking systems (CRM or SIS platforms preferred).
- Passion for education equity, economic mobility, and youth development.

Compensation

Salary and Benefits

Starting annual salary: \$60,000

Comprehensive benefits package includes:

- Medical, Dental, and Vision insurance coverage
- 401K with 3% employer match
- 100 hours paid vacation annually, 11 paid holidays, and extended Winter Break
- Employee and dependent life insurance, short-term and long-term disability
- Flexible spending accounts (health and dependent care expenses)

Ideal Start Date: On or before August 1st, 2025

To Apply

Qualified applicants should email a resume, cover letter with availability, and a list of three professional references to careers@carolinayouth.org. Include "Associate Director, College Success – [Full Name]" in the subject line.

This position requires a valid driver's license and successful completion of a background check. CYC 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.

More About Us

Why CYC?

There are many high-achieving, under-resourced Fellows throughout our city who have the potential to get into and graduate from college with an opportunity for economic mobility. However, many lack the necessary academic, financial, and social support at this pivotal time in their journey to maximize their full potential. In Charlotte-Mecklenburg Schools, low-income students enroll in college at ½ the rate of their higher-income income peers. These disparities are the result of a profound resource gap for under-resourced Fellows that CYC combats by preparing Fellows holistically for both college entry and graduation.

Our Programs - Provided at no cost to Fellows

- **Future Fellows Program**
 - The Future Fellows Program is a transformative 3-week summer program designed for rising freshmen in high school who have been admitted into the CYC program. This immersive experience blends rigorous academic enrichment with exciting excursions, creating a dynamic environment that fosters learning, growth, and preparation for the 9th-grade transition.
- **Torch Fellows Program**
 - The Torch Fellows Program is a 10-month afterschool program that pairs CYC Fellows with mentors and a comprehensive set of college-preparatory resources to ensure that each Fellow is prepared to identify, gain entrance to, and successfully matriculate through a college that is an academic, social, and financial fit.
- **College Success Program**
 - Graduates of CYC's Torch Fellows program transition to becoming College Fellows and are enrolled in the College Persistence Program starting the summer after high school graduation. Through this program, College Fellows have access to college transition support, career coaching, mentoring, and emergency financial assistance throughout their time in college.

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 - CYC prioritizes students with a family income of <\$60,000, who will be first-generation college goers, or who have demonstrated financial need