

DE MARILLAC ACADEMY

Learning for Life • Transforming Lives



Graduate & Family Partnership Coordinator

POSITION

De Marillac Academy is seeking a Graduate & Family Partnership Coordinator to join our Graduate Support Program (GSP) team. Our unique and comprehensive Graduate Support Program is an integral part of our 15-year commitment to walk alongside our students through high school, college, and their early careers. Our team fosters intellectual and personal growth, skill-building, and agency in all students, graduates, and families of De Marillac Academy through direct mentorship, workshops, and individualized financial and family support. This is a full-time position that reports to the Director of Graduate Support.

KEY RESPONSIBILITIES

Graduate and Family Support

- Manage department communication with students, graduates, families, and volunteers working with the Graduate Support Program
- Monitor high school progress in communication with graduates and their families
- Monitor enrolled post-secondary graduates' progress and help assess whether additional support is needed
- Supervise Grad Space/Drop In hours and help provide mentorship, support, and academic assistance
- Assist Academy and Graduate families with financial aid application support

Coordination Support

- Coordinate academic support, personal counseling, youth development engagement opportunities for high school and post secondary graduates
- Plan and execute Graduate Support workshops for high school and post secondary graduates
- Organize events to foster community for DMA Graduates
- Coordinate DMA Graduate volunteers for ongoing service and special events
- Project manage writing and dissemination of all materials for mailings/communication to students, graduates, and families on behalf of the Graduate Support Program including e-newsletter and resource emails

Administrative Support

- Manage GSP weekly and school year calendars

- Provide administrative support to members of the Graduate Support team; English to Spanish and Spanish to English translation for written communications and meetings
- Track and manage department expenses including collecting of receipts and maintaining budgets
- Responsible for data entry and management utilizing Salesforce to track activity and pull reports for grants, board meetings, and other communications

Other

- Familiarize oneself with charisms of De La Salle Christian Brothers and the Daughters of Charity
- Attend appropriate workshops for professional improvement and growth related to role in organization
- Uphold the goals and policies of De Marillac Academy and the Graduate Support Program.
- Provide backup support at the Academy if needed: helping in classrooms, participating in family check-ins and student advising groups, chaperoning field trips, covering non-teaching roles throughout the school when teachers are out. Participation in these activities is encouraged to ensure team collaboration at De Marillac, and such activities often inspire new ideas and foster student/faculty relationships with the GSP team.
- Complete other tasks as assigned by the Director of Graduate Support

Requirements

- Experience working with youth and families
- Passionate commitment to social justice and educational equity
- Proficient in Spanish (verbal and written)
- Proficient in Microsoft 365 products, and Google Suite
- Requires some long hours working at the computer
- Some evening and weekend responsibilities
- Ability to lift 30 pounds

Recommended Experience

- Bachelor's Degree or equivalent professional experience
- Familiarity with CRM database (Salesforce preferred)

THE ORGANIZATION

De Marillac Academy exists to honor and celebrate the unique gifts and talents of our students, so that they find their voice, reach their potential and serve the community. Grounded in family partnerships, our all-scholarship fourth through eighth grade Catholic education serves the heart of the Tenderloin and beyond. Through the graduate support program, we continue to provide educational, personal and financial support to each of our students and families.

De Marillac Academy opened in 2001 as an independent, Lasallian Vincentian Catholic school with a class of nineteen sixth graders. Today De Marillac serves 118 fourth through eighth grade students, 300 alumni through the Graduate Support Program, and 277 school families.

MISSION AND VISION

Inspired by the Daughters of Charity and De La Salle Christian Brothers, De Marillac Academy provides a life-changing, accessible Catholic educational experience for the children, youth and families of the Tenderloin and surrounding communities.

At De Marillac Academy, we believe that a neighborhood of residence and socioeconomic status should not determine a child's access to quality education or ultimate success in life. De Marillac Academy's holistic educational experience prepares students to lead lives of choice, meaning, and purpose.

COMPENSATION

Salary is commensurate with qualifications and experience. A comprehensive benefits package is provided.

START DATE

Position anticipated to be filled as soon as possible.

APPLICATION PROCEDURES

Please email a cover letter and resume to hr@demarillac.org or apply on our website at <https://www.demarillac.org/joinourteam>