



Position: Alumni Coordinator, Alumni Bridge Program

Category: Full-time, exempt

Reports to: Chief Director of Programs

To Apply: Send cover letter and resume to admin@futuresignite.org

About Futures Ignite:

Futures Ignite partners with schools to spark and propel bold college and career futures for every student.

We work at the intersection of college access, career exploration, and youth leadership—ensuring that all students, particularly those from historically underserved communities, graduate with a clear, supported, and best-fit postsecondary plan. Our model is school-based, equity-driven, and deeply relational, embedding programming, advising, and real-world experiences directly into the high school journey.

Across our partner schools, including WHEELS and IN-Tech Academy, and expanding to Jonas Bronck Academy in the Bronx in the upcoming school year, students engage in a continuum of support from 9th through 12th grade. This includes academic preparation, hands-on career exposure, and leadership development. Through initiatives like our STEM Environmental Leadership programs and Civic Science partnerships, students don't just prepare for the future, they actively shape it.

As we grow, Futures Ignite is building a comprehensive college and career access system that extends beyond high school graduation, ensuring students not only get to their next step, but persist and thrive once they arrive.

About the Alumni Bridge Program

The Alumni Bridge Program is how Futures Ignite delivers on its promise: not just launching students into college and career pathways. but staying with them as they build bold futures.

The transition after high school is a defining moment. Too often, students, especially first-generation students, face financial, academic, and personal barriers that can stall their progress. Alumni Bridge meets this moment with proactive, high-touch, and relationship-driven support, including consistent 1:1 advising, group workshops, and real-time communication via text and virtual platforms.

Through targeted programming and deep partnerships with colleges, workforce programs, and community-based organizations, the program drives what matters most:

- **Successful transition into postsecondary pathways**
- **First-year persistence and continued momentum**
- **Real-time navigation of financial, academic, and life barriers**
- **Clear alignment to long-term college and career goals**

Alumni Bridge also serves as a pipeline into Futures Ignite's growing, active alumni community—where graduates stay connected, support one another, and step into leadership. Beginning in the 2026–2027 program year, this will be further strengthened through an Alumni Advisory Board, positioning alumni as

leaders and co-builders of the program.

About the Role:

Futures Ignite is seeking a dynamic, relationship-driven, and highly organized Alumni Coordinator to support the implementation of our Alumni Bridge Program across our two partner schools: WHEELS and IN-Tech Academy (INTA).

This role is critical in ensuring that alumni are not only accepted into postsecondary pathways, but persist and thrive once they get there. The Alumni Coordinator will provide direct support to recent graduates (primarily within one year post-graduation), helping them navigate the transition to college, workforce training, or other postsecondary pathways.

This is a student-facing role that requires strong relationship-building, consistent follow-up, and a deep commitment to supporting young adults through a pivotal transition period.

The Alumni Coordinator role key responsibilities:

Alumni Advising & Support (60%)

- Manage a caseload of recent alumni (primarily first-year postsecondary students) across WHEELS and INTA
- Provide individualized advising and check-ins focused on:
 - College transition and persistence (academic, social, financial)
 - Workforce or credential program navigation
 - Problem-solving barriers (housing, financial aid, course registration, etc.)
- Conduct regular outreach through calls, texts, virtual meetings, and in-person touchpoints
- Support alumni in accessing campus resources, support services, and community-based organizations
- Track key milestones including enrollment, persistence, and transitions between pathways
- Identify and respond to early warning signs of “summer melt” or first-year attrition

Program Implementation & Engagement (30%)

- Support implementation of the Alumni Bridge Program model, including:
 - Summer Bridge/Transition programming for graduating seniors
 - First-year persistence workshops and check-ins
 - Alumni community-building events quarterly (virtual and in-person)
- Plan and execute alumni-focused programming such as:
 - Transition workshops (financial aid, time management, navigating campus systems)
 - Networking events and alumni panels
 - Peer connection opportunities
- Collaborate with Postsecondary Pathways staff to ensure seamless transition from senior year to alumni support
- Maintain strong documentation of student engagement and program outcomes

Data, Partnerships & Operations (10%)

- Maintain accurate alumni data, including enrollment, persistence, and engagement metrics
- Manage alumni communication platforms
- Support tracking and reporting aligned to FI’s program goals and KPIs
- Build and maintain relationships with:
 - College support programs (e.g., ASAP, HEOP, SEEK, EOP)
 - Workforce training providers



- Community-based organizations providing wraparound services
- Collaborate with internal teams to strengthen alumni programming and continuous improvement

Skills/Qualifications

- Strong relationship builder with a passion for supporting young adults
- Highly organized with strong follow-through and attention to detail
- Excellent written and verbal communication skills
- Ability to manage multiple priorities and maintain consistent outreach
- Comfortable working in a fast-paced, student-centered environment
- Commitment to equity and supporting first-generation college students and historically underserved communities
- Bilingual (Spanish) preferred

Experience and Education

- Bachelor's degree required or equivalent experience
- 2–4 years of experience in college access, student advising, youth development, or workforce development
- Experience working with high school students, alumni, or young adults (ages 17–24)
- Experience facilitating workshops, events, or student programming preferred
- Familiarity with college systems, financial aid, or workforce pathways strongly preferred

Benefits and Compensation

- Salary range: \$65,000 - \$69,000
- Health Insurance (medical, dental, vision)
- Generous PTO, sick, and bonus days
- School-Year Schedule Alignment: This role generally follows the NYC DOE calendar; when schools are closed, staff are typically remote

How to Apply

Please submit the following materials to admin@futuresignite.org by **June 19th**. In the subject line please add: ***“Alumni Coordinator, Full Name”***

- Resume
- In the cover letter, please explain your interest in the role and your approach to supporting students during their transition after high school.