



**Position:** Postsecondary Counselor

**Category:** Full-time, exempt

**Reports to:** Post-Secondary Pathways Lead Counselor (INTA)

**To Apply:** Send cover letter and resume to [admin@futuresignite.org](mailto: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.

### **About the Role**

Futures Ignite is seeking an enthusiastic, student-centered, and highly organized Counselor to support Postsecondary Pathways programming at IN-Tech Academy. This role will work closely alongside the Postsecondary Pathways Lead Counselor to implement Futures Ignite's college and career advising model and ensure students receive individualized support throughout the postsecondary process.

The Postsecondary Counselor will support direct student advising, family engagement, event execution, and program administration while helping build a strong college and career-going culture across the school community.

### **Key Responsibilities**

#### **Postsecondary Counseling & Student Support (60%)**

- Support implementation of FI's postsecondary advising curriculum and student experience at INTA
- Manage a caseload of approximately 35–50 students (primarily seniors) with support from the Lead Counselor
- Support Lead Counselor in executing curriculum with weekly classroom push-ins.
- Provide individualized advising sessions focused on:
  - College applications
  - FAFSA/TAP completion
  - Opportunity programs
  - Career exploration
  - Postsecondary decision-making
- Support students in:
  - Building college lists
  - Essay development
  - Application completion
  - Scholarship applications
  - Matriculation preparation
- Assist with transition support and summer planning for graduating seniors
- Maintain accurate student records and advising notes in FI systems

#### **Program Implementation & Events (30%)**

- Partner closely with the Lead Counselor to execute key PSP milestones and events including:
  - Application Days

- Financial Aid Nights
- College March / Decision Day
- Bridge Day
- Summer Institute
- College visits and trips
- Support logistics, communication, attendance tracking, and follow-up for student-facing events
- Participate in school meetings and collaborate with teachers, counselors, and administrators
- Support family outreach and communication throughout the school year

### **Data, Operations & Continuous Improvement (10%)**

- Support collection and maintenance of student outcome data
- Track key metrics including applications submitted, FAFSA completion, commitments, and participation
- Assist with quarterly reporting and program evaluation efforts
- Contribute ideas to improve student experience and program systems

### **Skills & Qualifications**

#### **Required**

- Bachelor's degree required
- 1–3 years of experience in college access, youth development, advising, education, or related field
- Strong relationship-building and communication skills
- Ability to manage multiple priorities and deadlines
- Commitment to educational equity and student success
- Strong organization and attention to detail

#### **Preferred**

- Experience supporting first-generation and historically underserved students
- Experience facilitating workshops or student programming
- Familiarity with CUNY, SUNY, FAFSA, opportunity programs, and postsecondary advising
- Spanish fluency preferred

### **Benefits & Compensation**

- Salary Range: **\$60,000–\$65,000**
- Health Insurance (medical, dental, vision)
- Generous PTO, sick, and bonus days
- School-Year Schedule Alignment: This role primarily follows the NYC DOE calendar. When schools are closed, staff are generally remote.

### **How to Apply**

Please submit the following materials to [admin@futuresignite.org](mailto:admin@futuresignite.org) by June 19th. In the subject line please add: ***“Postsecondary Counselor, Full Name”***

- Resume
- Please describe your interest in the role and your approach to supporting high school students through the college and career planning process.