



Position: Post-Secondary Pathways Lead Counselor

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 —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 expand to our **third school partnership**, Jonas Bronck Academy, we are seeking a Lead College Counselor to anchor and lead this work on-site.

About the Role:

Futures Ignite is seeking a dynamic, diligent, and enthusiastic professional to help spearhead our expansion. The Lead College Counselor will serve as the on-site lead for Postsecondary Pathways programming at Jonas Bronck Academy. This role is critical in establishing a strong college and career-going culture, ensuring high-quality implementation of FI's program model, and building deep relationships with students, families, and school partners. This is an in-person role and will require daily presence at the school, with a strong emphasis on student-facing work, collaboration, and program leadership.

The Post-Secondary Pathways Lead Counselor key responsibilities:

College/Pro-Pathway Counseling (50%)

- Implement FI's postsecondary planning curriculum and build a strong culture of best-fit college and career planning at Jonas Bronck Academy
- In collaboration with the Chief Director of Programs, serve as a key liaison with school administrators, counselors, teachers, students, and families
- Manage a caseload of approximately 50 seniors, supporting them in:
 - Building college lists
 - Reviewing personal statements
 - Completing applications
- Coordinate matriculation preparation resources and transition support for graduating seniors
- Provide 3–5 individualized advising sessions per student, focused on college applications, financial aid, and decision-making
- Facilitate opportunity program matching and major scholarship applications (e.g., HEOP, SEEK, EOP, QuestBridge, Posse) for students in grades 9–12
- Maintain accurate student records and data to support progress monitoring and quarterly reporting

Program Management, Leadership, and Administration (40%)

- Serve as the primary point of contact for Jonas Bronck Academy administration, especially in coordinating 11th and 12th grade postsecondary planning efforts
- Supervise and support the College Counselor, providing ongoing coaching, training, and evaluation
- Collaborate with FI leadership on program implementation, alignment, and reporting
- Lead planning and execution of key postsecondary events, including:
 - Application Days
 - Financial Aid Nights
 - College Trips (day and overnight)
 - College March / Decision Day
 - Bridge Day and Summer Institute
- Organize and lead college visits and trips in collaboration with the Postsecondary Planning team
- Partner closely with teachers, counselors, and school leadership to build a cohesive and accessible postsecondary support system

External Relations and Collaboration (10%)

- Serve as the primary external point person for partnerships with:
 - College admissions representatives
 - Opportunity program staff
 - Pro-pathway and workforce partners
- Represent Futures Ignite at local and regional convenings (e.g., NYC Outward Bound, CACNY, NYSACAC)

Skills/Qualifications

- Bachelor's Degree required, or equivalent combination of education, training, and experience
- Self-directed, highly organized, efficient, and strategic in creating, implementing and coordinating administrative systems
- Strong written and oral communication skills, ability to facilitate meetings or training
- Strong analytical skills and critical thinking
- Ability to establish and maintain effective working relationships
- Self-starter with the ability to manage multiple tasks with varying deadlines
- Demonstrated leader, with confidence, humility and commitment to anti-racism, diversity, equity, and inclusion
- Spanish fluency is preferred

Experience and Education

- At least 3 years of experience counseling young adults on college or career access
- Excellent verbal communication skills– comfort/fluency facilitating conveying content clearly
- Experience working in collaboration with external partners, education institutions, or community-based organizations preferred
- Experience organizing and facilitating student-facing events
- Experience managing projects and/or events in a fast-paced environment

Benefits and Compensation

- Salary range 70,000 -75,000
- Health Insurance (medical, dental, vision)
- Generous PTO, sick and bonus days
- **School-Year Schedule Alignment:** This role mainly follows the NYC DOE school calendar. When DOE schools are closed, staff are generally remote.



How to Apply

Please submit the following materials to admin@futuresignite.org by **June 19th**. In the subject line please add: ***“Post-Secondary Pathways Lead Counselor, Full Name”***

- Resume
- In your cover letter, please explain your interest in the role and your qualifications for leading and building a new school-site partnership.