

New Heights

JOB TITLE: Career Placement and Alumni Coach

REPORTS TO: Director of Partnerships and Outreach

SALARY: Starting at \$55,000, based on experience; 12-month position

LOCATION: Fort Worth, TX

COMPANY:

Established in 2023, New Heights is an authorized public high school for people ages 18-50, created to drive multigenerational transformation through lifelong learning and economic independence. Founded by the original experts in adult education in Texas, New Heights provides a new experience for Texans who want to re-engage in their educational journey now that high school diplomas (not GEDs), career education, and college are more accessible.

The mission of New Heights is to rapidly increase opportunities for marginalized communities by connecting individuals with relevant and impactful high school education, career and technical training, college pathways, and jobs in an environment designed specifically to meet the responsibilities, challenges, and whole-person needs of adult learners ages 18-50. New Heights is a collaborative and welcoming learning environment that respects a student's experiences, life circumstances, and goals, providing them with an opportunity to develop their own pathway, co-create with peers and teachers, and become more prepared for a career or college.

POSITION SUMMARY:

The Career Placement and Alumni Coach is responsible for supporting New Heights graduates in their transition to postsecondary education, career training, and the workforce. This role ensures that students not only graduate but also successfully launch into sustainable, meaningful career pathways. The Career Placement and Alumni Coach caseload consists of graduates and provides ongoing coaching focused on job attainment, employment retention, career advancement, and postsecondary persistence for 1 year after graduation. This role builds strong relationships with alumni and serves as a connector between graduates, employers, postsecondary institutions, and community resources.

The position supports graduates in developing essential career-readiness skills, including resume development, interview preparation, and professional communication. Additionally, this role tracks post-graduate outcomes and implements innovative strategies to increase employment rates and long-term economic mobility. Additionally, this role is outcomes-driven and will measure post-graduate success metrics, including consistent alumni engagement and job placement targets during the year.

The Career Placement and Alumni Coach collaborates closely with the Admissions Department, Campus Principals, Advising Team, and external partners to ensure alignment with New Heights' mission and district priorities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Post-Graduate Success & Career Development

1. Maintain consistent monthly contact with at least 85–90% of the assigned alumni caseload to ensure ongoing engagement and support.

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2. Drive employment outcomes by supporting alumni toward a minimum job placement rate of 65–75% within 90 days of graduation, with a focus on alignment to certifications and career pathways.
3. Implement targeted outreach and intervention strategies for alumni who are unemployed or underemployed for more than 90 days after graduation.
4. Secure employment opportunities and internships for program students and graduates, including but not limited to job shadowing, work-based learning opportunities, job placement cohorts, career bootcamps, and alumni fellowships.
5. Coordinate with the Director of Partnerships and Outreach to identify workforce needs and establish relationships with hiring management to secure job opportunities.

Data Tracking, Outcomes, and Accountability:

1. Track and document all alumni interactions, employment status, and postsecondary enrollment in a timely and consistent manner.
2. Monitor and report on key outcomes, including:
 1. Monthly alumni contact rate (target: 85–90% minimum)
 2. Job placement rate within 90 days (target: 65–75% minimum)
 3. Employment promotion rates
 4. Employment retention (30/60/90 days)
 5. Wage progression and increases
 6. Credential utilization
 7. Postsecondary persistence
 8. Career pathway progression
 9. Career advancement metrics demonstrating workforce program impact
3. Use real-time data to identify alumni requiring immediate intervention and adjust coaching strategies accordingly.
4. Participate in weekly/monthly data reviews with leadership to assess progress toward outcomes and refine strategies.
5. Ensure all data aligns with CCMR goals and district performance priorities.
6. Measure and report on student movement along career pathways, including transitions from internships to full-time employment and from entry-level to advanced positions.

Alumni Engagement & Relationship Management

- Build and sustain strong, trust-based relationships with alumni through consistent outreach (calls, texts, virtual and in-person meetings).
- Develop and implement alumni engagement strategies, including workshops, networking events, and career panels.
- Create a sense of continued belonging and connection to New Heights beyond graduation.

Student Success Transition (Pre- to Post-Graduation Bridge)

- Collaborate with Advising Coaches to ensure a smooth transition from student to alumni status.
- Engage graduating students before they complete to establish post-graduation plans and expectations.
- Ensure all graduates exit with a clear, documented next step (employment, certification, or postsecondary plan).

Partnership Development & Resource Coordination

- Build and maintain strong partnerships with local employers, workforce boards, and community organizations across the DFW area.
- Coordinate with internal and external stakeholders to remove barriers to employment and persistence.
- Create a structured talent pipeline and avoid random hiring.
- Build resource-sharing systems, including monthly employer meetings, a shared hiring calendar, and feedback loops with active employers.

Innovative Practices & Program Development

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- Design and implement innovative strategies to improve alumni success outcomes, including but not limited to job shadowing, work-based learning opportunities, job placement cohorts, career bootcamps, and alumni fellowships.
- Leverage technology and data systems to streamline alumni tracking and engagement.
- Continuously improve alumni programming based on feedback, outcomes, and best practices in adult education and workforce development.

Other Duties and Responsibilities

- Foster a spirit of collegiality across all New Heights teams.
- Assist with graduation planning and alumni involvement in ceremonies and events.
- Participate in outreach, recruitment, and community engagement events (including evenings and weekends as needed).
- Attend all team and professional development meetings.
- Stay current on workforce trends, hiring practices, and career development strategies.
- Comply with all policies established by federal and state law and New Heights Board policy.
- Perform other duties as assigned to support New Heights' success.

SUPERVISORY RESPONSIBILITY:

This position currently does not hold any supervisory responsibilities.

REQUIRED QUALIFICATIONS & EXPERIENCE:

1. Bachelor's degree from an accredited college or university.
2. Two years' experience in workforce development, employment recruiting, career coaching, advising, or related field.
3. Experience working with adult learners or marginalized populations.
4. Strong knowledge of job search strategies, hiring practices, and career development tools.
5. Demonstrated ability to build relationships and motivate individuals toward long-term goals.
6. Strong communication, organizational, and problem-solving skills.
7. Ability to manage a caseload and track data effectively.
8. Knowledge of community and workforce resources in the DFW area.
9. Valid Texas driver's license; ability to travel locally as needed.
10. Must possess an understanding of marginalization and its impact on those New Heights serves and employs.
11. Exhibit respect for diversity of thought and have experience to advance it in teams/organizations.
12. Must demonstrate a maturity of practice using the 7 pillars and principles of servant leadership.

PREFERRED QUALIFICATIONS:

- Experience with Ascender and the PowerSchool student data system.
- Master's degree from an accredited college or university.
- Experience in employer partnerships, recruiting, or workforce placement.
- Background in adult education, coaching, or social services.
- Bilingual in Spanish.

PHYSICAL & ADDITIONAL REQUIREMENTS:

- Ability to sit or stand for extended periods and move frequently between work areas, offices, and school facilities.
- Ability to occasionally lift and carry boxes of supplies, files, or equipment, typically up to 25–50 pounds.
- Occasional bending, stooping, kneeling, reaching, and climbing stairs to access classrooms or other areas.
- Must be able to work in a typical indoor school environment, with occasional exposure to outside weather conditions for supervision duties.

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- Ability to operate a motor vehicle to visit district sites or attend off-site meetings.

BENEFITS:

- Teacher Retirement System of Texas
- Generous School Calendar with Annual Paid Time Off and Multiple Weeks of State and Federal Holidays and School Breaks
- Comprehensive Health Benefits
- FSA
- Life Insurance
- Professional Development Stipends
- Elective 401k plan

COMPENSATION & SCHEDULE:

- Based on experience and qualifications.
- This is a 12-month position.

TO APPLY DIRECTLY WITH NEW HEIGHTS, PLEASE VISIT:

<https://fs20.formsite.com/yNVh1M/u7nq5ocd65/index>

SALARY: From \$55,000.00/year

NOTICE:

All qualified applicants will receive consideration for employment without regard to race, color, sex, sexual orientation, gender identity, religion, national origin, disability, veteran status, age, marital status, pregnancy, genetic information, or other legally protected status.

New Heights is a public school, and post-offer background check and fingerprinting are required to ensure the applicant meets all eligibility requirements for the position.