



## JOB ANNOUNCEMENT

### COLLEGE SUCCESS MANAGER

Bresee's mission is to battle poverty by empowering youth and families in Los Angeles with the skills, resources, and relationships necessary to thrive. We serve a densely populated, mostly immigrant Los Angeles neighborhood where youth and their families face multiple systemic and individual barriers to achieving success. Bresee strives to create an exciting, challenging, and rewarding work environment that allows our employees to flourish. We value integrity, community, resilience, life-long learning, and compassion.

**SUMMARY:** Reporting to the Education and Career Department (ECD) Director, the College Success Manager is responsible for overseeing the implementation of Bresee's College Access and College Success programs for low-income, largely first-generation youth, including oversight of Bresee's College Success Scholarship program.

#### ESSENTIAL JOB ACTIVITIES AND RESPONSIBILITIES:

- Provide leadership, oversight, discipline and accountability for both college programming personnel, and students within the College Success program, by setting clear goals, and developing structure and systems to ensure efficiency and quality of service delivery.
- Plan and implement the annual application, interview, and awarding process for Bresee's Scholarship program, including the distribution of Scholarship funds to awardees.
- Facilitate regular check-ins, and provide case management and mentorship to scholarship recipients in the College Success Program - this can involve life areas outside of academics, such as healthcare, housing security, financial security, mental health, legal challenges, etc.
- Lead or support with college readiness workshops and activities related to financial aid, tuition, college applications, housing, and other relevant topics.
- Lead or support with major College Corner events throughout the year for scholarship recipients, as well as the greater community, including College Tours, College Week, scholarship Mixer and Award Dinner, scholarship Summer and Winter Summits, and more. Ensure all program outcomes and deliverables are met in accordance with organizational and funding requirements. (i.e. Ready to Rise, Family Source Center (FSC) College Corner, Tuthill) This can include monthly/quarterly/annual data reporting, preparing for audits, participating in capacity building, and attending mandatory external partnership meetings.
- Complete FSC intakes for College Corner participants, with support from the FSC Senior Family Advocate and College Corner Assistant.
- Conduct ongoing research on local, regional, and state-wide colleges, state and federal governing agencies on education, and other programs and scholarships supporting college students, to maintain up-to-date information on opportunities and resources for low-income, first-generation college youth.
- Support the Education and Career Development Department Director in program-related reports, provide periodic updates on events/activities and perform other program-related projects as assigned.

- Contribute to the Education and Career Development team and occasional interdepartmental activities, including Teen Tech Center and Workforce Development events, field trips, team meetings, and other functions.
- Participate in team, organization, occasional board, and other collaborative partners/community meetings and events as requested.
- Conduct off-site visits to partnering high schools to support college programming personnel and assess and ensure partnership success with school staff and administrators.
- Collect and maintain an organized and accurate physical and digital record of student files, which includes scholarship application and information, membership data, survey data, transcripts, and more.
- Input relevant participant enrollment, attendance, and additional information on Traxsolutions database on a timely basis.

#### **EDUCATION/EXPERIENCE/QUALIFICATIONS:**

- Hold a minimum of a Bachelor's degree from an accredited college or university.
- Have excellent English communication skills, including reading, writing, and speaking.
- Bilingual fluency in Spanish is strongly preferred, including proficiency in reading, writing, and speaking. Tagalog and/or Korean language proficiency is a plus.
- A working knowledge of high school A-G requirements, SAT/ACT, FAFSA/The California Dream Act, college applications, EOP and community college transfer requirements highly preferred.
- Demonstrate competency with Apple and Microsoft operating systems; Microsoft Office applications including Word, Excel, PowerPoint; especially Google Suite (Google Drive, Google Sheets, Google Docs, Google Forms, etc.), and database systems.
- Have at least two years of experience working directly with disadvantaged youth and families.
- Be sensitive to multicultural issues, comfortable working in an urban environment, ability to apply trauma-informed practices
- Able to set priorities and organize daily workload to meet deadlines, attain desired program outcomes, and comply with reporting requirements.
- Have excellent time management and personal organization skills.
- Be self-starting and able to complete tasks without direct supervision, willingness to research and troubleshoot complex college-related challenges for students, willingness to advocate for students who need support navigating various administrative barriers
- Able to exercise good judgment, discretion, and confidentiality when interacting with clients and when managing sensitive information.
- Able to maintain professional boundaries with students and clients, as well as healthy work-life balance
- Submit to and successfully pass criminal history background checks for both Bresee Foundation and Los Angeles County Probation Department

**FLSA STATUS:** Non-Exempt. Regular Full-time. Occasional weekend and evening hours will be necessary.

**COMPENSATION:** \$55-\$60,000/annually

**WORKING LOCATION:** Location is based on a percentage of where work time is spent.

In office 70%, out of office 30%. Indoors 75%, outdoors 25%.

**BENEFITS:** Benefits include 100% employer-paid medical and dental coverage; vacation, holiday, and sick pay; group life insurance and 401k type pension plan with potential employer matching. Bresee provides generous PTO days that include paid holidays, one-week Christmas holidays, vacation, sick pay, paid birthday holidays, and much more.

**TO APPLY:** Submit a cover letter, resume, and writing sample (not to exceed 1 page) to [jobs@bresee.org](mailto:jobs@bresee.org) with the Subject Line: College Success Manager.

DACA, women, BIPOC, LGBTQIA+ people are encouraged to apply.

*Bresee is an equal opportunity employer committed to a diverse and inclusive workforce. In addition, the organization will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring.*