



JOB ANNOUNCEMENT

COLLEGE ACCESS ADVISOR

Bresee's mission is to battle poverty by empowering youth and families in Los Angeles with the skills, resources, and relationships 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: Under the guidance of the Education and Career Department (ECD) Director and reporting to the College Success Manager, the College Access Advisor is responsible for planning and executing Bresee's College Access programs for low-income, first-generation youth, both on-site and at partnering high schools. The Academic Advisor will cultivate a culture that encourages all youth to learn about and enroll into postsecondary education. They will support both youth and their families in making informed decisions through the process.

ESSENTIAL JOB ACTIVITIES AND RESPONSIBILITIES:

- Plan and implement Bresee College Access program activities for enrolled high school youth, including financial literacy workshops, college campus tours, A-G/transcript review, college essays, FAFSA and Dream Act application completion, etc., ensuring youth have completed all steps to apply for and enroll in college.
- Conduct outreach, recruitment, and enrollment of a minimum of fifty (50) 11th and 12th grade students at partnering high schools and a minimum of twenty (20) 11th grade students for on-site ESCALERA program.
- Complete and update participant's data, especially in compliance with grant reporting requirements, in collaboration with Bresee's Development and Communications team.
- Support the College Success Manager and Education and Career Department Director in program related reports, provide periodic updates on events/activities and perform other program-related projects as assigned.
- Contribute to Education and Career Department activities, including Teen Tech Center events, field trips, team meetings, and other functions. Attend appropriate conferences and/or professional development training as required.
- Provide general guidance to all Bresee youth and families on the steps required to enroll in postsecondary education.
- Work with Senior Family Advocate to ensure proper paperwork and data collection is completed. Communicate when additional support is needed for youth and family.
- Drive Bresee vehicles as needed for program activities or other Bresee events.

EDUCATION/EXPERIENCE/QUALIFICATIONS: The requirements listed below are representative of the knowledge, skill, and/or ability required. A qualified applicant must:

- 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, Tagalog, or Korean strongly preferred, including proficiency in reading, writing and speaking.
- 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.
- Have or be qualified to obtain a Class B California driver's license; be willing and able to submit to a personal DMV record check and random DOT drug/alcohol testing on an ongoing basis.
- Demonstrate competency with Apple and Microsoft operating systems; Microsoft Office applications including Word, Excel, PowerPoint; Google applications, and database systems.
- Have at least 2 years of experience working directly with disadvantaged youth and families in an urban environment.
- 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 a team player, and be willing to support team members' work as well as Bresee's organization-wide work.
- Be self-starting and able to complete tasks without direct supervision.
- Able to exercise good judgment, discretion, and confidentiality when interacting with clients and when managing sensitive information.
- Support Bresee's procedures and policies, as well as program-specific expectations.
- Submit to and successfully pass a criminal history background check.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORKING LOCATION: Location is based on a percentage of where work time is spent. In office 50%, out of office 50%.

HOURS AND BENEFITS: This is a full-time, non-exempt position, 40 hours per week, with occasional weekend and evening hours required. Benefits include medical and dental insurance, paid vacation, birthday paid holiday, and sick leave, and 401k-type pension plan.

Salary Range: \$40,000-45,000/Annually

TO APPLY: Submit a cover letter, resume, and writing sample (not to exceed 1 page) to jobs@bresee.org with the Subject Line: College Access Advisor job opening.

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.