



JOB ANNOUNCEMENT

COLLEGE CORNER ASSISTANT

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: Reporting to the College Success Manager and Education and Career Development (ECD) Department Director, the College Corner Assistant is responsible for planning and executing Bresee's on-site College Access program activities and workshops for low-income, largely first-generation youth. The College Corner Assistant will cultivate a culture that encourages all youth to learn about and enroll in postsecondary education. They will support both youth and their families in making informed decisions about their postsecondary options.

ESSENTIAL JOB ACTIVITIES AND RESPONSIBILITIES:

- Outreach, recruit, and enroll at least 25 high school students into Bresee's College Access Program. Facilitate enrollment by strengthening connections with local high school counselors and administrators. Provide workshops to off-site partners as requested.
- Plan and implement College Access workshops (i.e., A-G requirements, financial aid, college application completion, and parent workshops).
- Collaborate with the College Success Manager to support the implementation and student participation of College Tours, College Week, Cash for College Workshop, and other large-scale events.
- Support the College Success Manager and Education and Career Development Department Director in program-related data tracking, in check-ins with new scholarship recipients, and performing other program-related projects as assigned (i.e., College Success Emergency Funds (CSEF) and resource website for students).
- Contribute to Education and Career Development Department activities, including Teen Tech Center, Workforce Development, field trips, team meetings, and other functions.
- Provide general guidance and, when applicable, case management to Bresee youth and families regarding the steps required to enroll in postsecondary education.
- Work with FSC staff to ensure proper paperwork and data collection is completed. Communicate when additional support is needed for youth and family.
- Attend external partner meetings (e.g., Ready to Rise, SoCal CAN, etc.) and orientations to stay up to date with grant requirements and college-related current events.

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

- Graduated with a Bachelor's degree within the last two years, or currently enrolled in an accredited college or university working towards a Bachelor's degree.
- Demonstrate computer competency with Google Suite applications and email applications, and database systems.
- Have experience working with urban youth and families, demonstrate sensitivity to multicultural issues, be comfortable working in a diverse urban environment, and have the ability to apply trauma-informed practices.
- Must have excellent English verbal and written communication skills.
- Bilingual fluency in Spanish strongly preferred, including proficiency in reading, writing, and speaking. Tagalog and/or Korean language proficiency a plus.
- Must have outstanding teamwork, interpersonal relationships, and active listening skills.
- Able to set priorities and organize daily workload to meet deadlines, program goals, and requirements.
- Demonstrate flexibility when new assignments or changes are introduced.
- Able to work independently but also function effectively as part of a team.
- Able to take initiative with minimal supervision.
- Able to exercise good judgment, discretion, and confidentiality when interacting with clients.
- 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.

COMPENSATION: \$23.60/hr.

WORKING LOCATION: On-site. Must be available to work 10:30am-7pm on weekdays.

BENEFITS: Bresee offers competitive Employee Benefits to our Regular Full-Time Employees. We provide health insurance, dental insurance, voluntary vision plan, employer-sponsored life insurance, Employee Assistance Program, and Travel Assistance Program. We also provide generous PTO days that include paid holidays, vacation, sick pay, paid birthday holiday, mental health days, potential 401k match, and much more.

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

Deadline to apply is September 25, 2026

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.