



## 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.

**POSITION SUMMARY:** Under the guidance of the Education and Career Department (ECD) Director and reporting to the College Success Manager, the College Corner Assistant is responsible for planning and executing Bresee's on-site College Access program activities and workshops for low-income, first-generation youth. The College Corner Assistant 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:**

- Outreach, recruit, and enroll at least 20 high school students into Bresee's College Access Program.
- Plan and implement College Access workshops (i.e. A-G requirements, financial aid and college applications completion, college enrollment requirements), ensuring students complete tasks on Senior Year Checklist.
- Collaborate with the College Success team to support the implementation and student participation of college tours, PIQ workshops and other large-scale events.
- 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.
- Provide general guidance to 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.

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

- Must be currently enrolled in an accredited college or university working towards a Bachelor's degree or trade school working towards a certification.
- Demonstrate computer competency with Microsoft Office tools including Word, Excel, PowerPoint; Google applications and email applications; and database systems.
- Have experience working with urban youth and families, demonstrate sensitivity to multicultural issues, and be comfortable working in a multicultural, urban environment.
- Must have excellent English verbal and written communication skills.

- Must have outstanding teamwork, interpersonal relationship, 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.
- Must 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 95%, out of office 5%. Indoors 95%, outdoors 5%.

**HOURS AND BENEFITS:** Non-Exempt, Temporary, Part time position; Must be able to work afternoons (2PM - 6PM) at least four times a week.

Bresee provides generous PTO days that include sick pay, one-week Christmas break, paid birthday holiday, and much more. **Compensation:** \$17.00/hr.

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