



## **JOB OPENING ANNOUNCEMENT: COLLEGE SUCCESS COORDINATOR**

**Job Title:** College Success Coordinator  
**Reports to:** High School/College Program Director  
**Location:** Central Los Angeles  
**FLSA Status:** Full-Time, Non-Exempt  
**Deadline to Apply:** September 9, 2019  
**Expected Start:** October 1, 2019

**SUMMARY:** Reporting to the High School and College Program Director, the College Success Coordinator is responsible for planning and executing Bresee's College Access and College Success programs for low-income, first-generation youth, including oversight of Bresee's Scholarship program.

The College Success Coordinator will cultivate a culture that encourages all youth to attend and complete college, guiding both youth and their families through the college process. The College Success Coordinator will maintain relationships with college-enrolled Bresee alumni, providing support to facilitate persistence through successful graduation.

**ESSENTIAL JOB ACTIVITIES AND RESPONSIBILITIES:** The essential job activities 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.

### Program Design & Implementation (75%)

- Plan and implement all Bresee College Access program activities for enrolled high school youth, including college interest assessments, financial literacy workshops, SAT test preparation, personal statement writing, FAFSA application completion, etc., ensuring enrolled youth have completed all steps to apply for, and enroll in college.
- Provide general guidance to all Bresee youth and families on the steps required to enroll in college and attain a Bachelor's degree.
- Plan and implement the annual application, interview and awarding process for Bresee's Scholarship program, including distribution of Scholarship funds to awardees.
- Maintain ongoing communication with Scholarship awardees, ensuring compliance with Scholarship contracts and collecting anecdotal information in compliance with grant reporting requirements.
- Conduct ongoing research on local, regional and state-wide colleges to maintain up-to-date information on opportunities and on-campus supportive resources for low-income, first-generation youth.
- Plan and implement large-scale special events, including alumni reunions and summer bridge activities.

- Plan and coordinate off-site College Access program activities, including annual Northern and Southern California college campus tours and other off-site activities as needed.

Other Duties (25%)

- Contribute to all high school team activities, including Teen Tech Center events, field trips, team meetings and other functions.
- Collect and enter student data in a timely manner, especially in compliance with grant reporting requirements, in collaboration with Bresee's Development and Communications team.
- Work with Senior Family Advocate to ensure proper paperwork and data collection is completed. Communicate when additional support is needed for youth and family. Assist in process as needed.
- Participate in the development and revision of Implementation Plans.
- Drive Bresee vehicles as needed for program activities or other Bresee events.
- Update and incorporate resources for the College Corner.
- Participate in team, organization, occasional board and other collaborative partner/community meetings as requested.

**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 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.
- Be sensitive to multicultural issues, and comfortable working 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.

- Able to clearly articulate program-specific information as well as general information on Bresee's mission and services.
- Support Bresee's procedures and policies, as well as program-specific expectations.
- Submit to and successfully pass a criminal history background check.
- Understand and support Bresee's mission, vision and values.

**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.

While performing the duties of this job, the employee is frequently required to sit, stand, walk, bend, lift and carry objects, and drive. Job requires frequent verbal and written communication. Computer, telephone, copier, and fax use are required. May be required to drive for meetings with students, visits to college campuses and/or college preparation outings, and participate in camping activities.

**WORKING LOCATION:** Location is based on a percentage of where work time is spent. In office 75%, out of office 25%. Indoors 85%, outdoors 15%.

**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 and sick leave, and 401k-type pension plan.

**Salary Range:** \$43,000 – 47,000

**TO APPLY:** Submit cover letter and resume to [jobs@bresee.org](mailto:jobs@bresee.org) by September 9, 2019 with the Subject Line: College Success Coordinator job opening.

*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.*