

BLU Educational Foundation

POSITION: College Access & Retention Coordinator

Part-time thru June 30, 2012, renewal contingent upon funding

POSITION SUMMARY

College Access Coordinator will coordinate and implement a college prep program for African American and Latino youth in San Bernardino and surrounding areas.

Coordinator will provide college and career planning and college retention support to students and parents in the College Exodus Project at schools, colleges and community organizations.

RESPONSIBILITIES

- Providing individual and small group advising to students.
- Motivate high school students to consider postsecondary educational opportunities.
- Assist students in locating information on colleges of interest and scholarships
- Assist students in the completion and follow-up of college applications, financial aid forms and scholarships
- Serve as program liaison to colleges nationwide
- Make home visits to families
- Compile program data, complete and present monthly reports
- Represent BLU at college and community events
- Manage/maintain accurate records; monitor/track student progress on a weekly basis
- Recruit new participants for programs
- Coordinate and deliver workshops and presentations to parents, students and community partners regarding program participation and college
- Supervise, manage Fellows, Interns, and volunteers when necessary
- Assist with and participate in special events/projects as needed
- Perform other duties as assigned

QUALIFICATIONS

- MUST enjoy and be effective with African American and Latino male students
- MUST be able to effectively implement lessons that are academically and socially relevant for African American and Latino students
- High level of proficiency in Microsoft Office programs, especially MS Word, PowerPoint & Excel, proficient use of Internet for research, and email functions for correspondence
- Excellent written, analytical, and oral communication skills
- Ability to communicate and work cooperatively with staff, community partners and organization's constituents
- Must carry self in a professional and ethical manner and maintain strict confidentiality
- Ability to carry out presentations before groups
- Reliable and timely in carrying out job duties
- Strong organization skills and the ability to meet deadlines

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QUALIFICATIONS (cont.)

- Must be energetic, self-starter, and be able to multi-task and work independently in an effective manner under pressure
- Flexibility, sense of humor, ability to adapt easily to shifting priorities and deadlines.
- Dependability and punctuality a must!

REQUIREMENTS

Education: Bachelor's Degree from a regionally accredited college or university

Experience: Must have demonstrated work experience, confidence and success in working with African American youth, families and communities of color.

AND

Two years of experience in fields related to mentoring, youth development, teaching, counseling, or leadership development.

Candidate must pass TB test, criminal background check, have personal transportation available for job related travel, valid California Driver's License and automobile insurance.

SALARY AND BENEFITS

This is a part-time position with an hourly rate of \$12-\$15 per hour. Benefits are not included.

WORK SCHEDULE

20-30 hours per week, **must be available Monday-Friday from 12pm-6pm.** Will include some evenings & weekends; hours may vary depending on the needs of the organization. Actual schedule will be determined with hired applicant.

APPLICATION PROCESS: This position will be available August 15, 2011. Application materials are now being accepted. Review of resumes will begin immediately and continue until the position is filled. The position may close when an adequate number of qualified applications are received.

How to Apply: Interested and QUALIFIED candidates should email the following:
1. Cover Letter - Include qualifications, experience and desire to work with the target population, and future career/educational goals
2. Current Resume
3. Professional References (3) - Include Name, Title & Company/Organization, and phone number

Please send cover letter, resume and references to: **info@bluedfoundation.org**

For information, please visit www.bluedfoundation.org