



BLU Educational Foundation

POSITION: College Advisor-Mentor

PROGRAM OVERVIEW

BLU Educational Foundation sees civic engagement and leadership as key to developing engaged and informed students, while also providing them with the guidance and support needed to pursue their college and career goals. BLU's signature program, the College Exodus Project (CEP), assists students in obtaining undergraduate or graduate degrees from accredited colleges and universities, with the intent that they contribute to the Inland Empire economy through entrepreneurship, employment, internships, and/or volunteer service.

POSITION SUMMARY

The College Advisor/Mentor will be responsible for the implementation and case management of a college prep program targeting Black, Indigenous, Latinx and other underrepresented youth. They will provide individual and group leadership, guidance, and support to students in all aspects of student life, including academic and personal issues. The College Advisor/Mentor will provide college and career planning support to students, parents, and organizations throughout Inland Empire communities, schools, and colleges.

RESPONSIBILITIES

- Coordinate, deliver and/or facilitate trainings, workshops, and meetings to parents, students and community partners regarding college and career program participation
- Build meaningful relationships with students
- Engage and mobilize students, parents, and community on key issues
- Provide individual and small group advising to students.
- Motivate high school students to pursue 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
- Make home visits to families
- Represent BLU at college and community events
- Manage/maintain accurate records; monitor/track student progress on a weekly basis
- Recruit new participants for programs
- Provide outreach and support for African American Parent Advisory Councils (AAPAC)
- May 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 willing to effectively engage with Black, Indigenous, Latinx and other underrepresented male students, and the Black community
- Interest/experience with phone banks, door-to-door work, community outreach
- MUST be able to effectively implement lessons that are academically and socially relevant for Black, Indigenous, and Latinx students
- High level of proficiency in Microsoft Office (Word, Excel, PowerPoint) & Google Suite programs, the Internet for research, and email functions for correspondence
- Ability to create and carry out presentations before groups
- Excellent written, analytical, oral and interpersonal communication skills



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QUALIFICATIONS (cont.)

- Ability to communicate and work cooperatively with staff, community partners, constituents, organizational allies and elected officials
- Must carry self in a professional and ethical manner and maintain strict confidentiality
- Reliable, strong organization skills, ability to carry out job duties and to meet deadlines
- Must be energetic and a self-starter, with the ability to work independently and effectively under pressure
- Flexibility, sense of humor, ability to adapt easily to shifting priorities and deadlines
- Must be well groomed, inclusive of attire and personal hygiene
- Dependability and punctuality are 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 Black, Indigenous, Latinx and other underrepresented youth and families

AND

Previous experience in fields related to community outreach, mentoring, youth development, teaching, counseling, or leadership development.

Candidate must pass a 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 full-time position with an annual salary range of \$47,840-\$60,320 commensurate with experience. Benefits include medical, dental, vision, sick and vacation time, and 13 paid holidays a year.

WORK SCHEDULE

30-40 hours per week during the school year. 30-35 hours per week during summer months. Must be available Monday-Friday from 8am-8pm. Regular schedule will include some evenings, weekends and travel. Hours may vary depending on the needs of the organization.

APPLICATION PROCESS: This position will be available immediately. 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 1) qualifications, experience and desire to work with Black, Indigenous, Latinx and underserved youth/communities; and 2) future career goals
2. Current Resume
3. Professional References (3) - Include Name, Title & Company, phone number

Please send cover letter, resume and references to: **info@BLUedfoundation.org**
For information, please visit www.BLUedFoundation.org