



BLU Educational Foundation

POSITION: College Success Coordinator

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 Success Coordinator will coordinate and implement a college success program targeting Black, Indigenous, Latinx, other underrepresented youth, and first-generation college students in the Inland Empire. This implementation will include the training and oversight of the college and career advisors that support students and parents in the College Exodus Project based at K-12 schools, colleges/universities, and community organizations.

RESPONSIBILITIES

- Stay abreast of current educational policies and issues as it relates to Higher Education, Financial Aid, Black Student Achievement, and Underrepresented student achievement;
- Supervise/Manage Advisors, Fellows, Interns, and Volunteers
- Coordinate and implement the college/career advising program for the high school and college retention team;
- Develop and maintain relationships with key contacts at schools, colleges/universities and in the community to support the retention and success of college students;
- Stay updated on current practices and trends in higher education that impact student access, retention, persistence, and post-baccalaureate preparation; utilizing research to inform programming and outreach to students and professional development for the team;
- Serve as liaison on local and statewide higher education collaboratives and task forces;
- Collaborate across BLU's Leadership team to develop and implement additional programming that is responsive to community needs and aligns with the organizational mission;
- Utilize National Student Clearinghouse to track student enrollment, retention and graduation data;
- Assist with grant writing and fund development;
- Assist students in the completion and follow-up of college applications, financial aid forms and scholarships through individual and small group advising;
- Make home visits to families;
- Compile program data, complete and present monthly and annual reports;
- Represent BLU at school, college, and community events;
- Manage/maintain accurate records; monitor/track student progress on a weekly basis;
- Coordinate and deliver workshops and presentations to parents, students and community partners regarding program participation and college;
- Develop, coordinate and participate in special events/projects as needed;
- Perform other duties as assigned.

QUALIFICATIONS

- MUST enjoy and be effective with Black and Latino male students
- MUST be able to effectively implement lessons that are academically and socially relevant for Black and Latino students
- High level of proficiency in computer programs, software and social media (Microsoft Office programs, Graphics/Layout programs, proficient use of Internet for research)
- Excellent written, analytical, and oral communication skills



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QUALIFICATIONS (cont.)

- 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 and workshops before groups
- Reliable and timely in carrying out job duties
- Strong organization skills and the ability to meet deadlines
- Must be energetic, self-starter, and be able to multitask, and work independently in an effective manner 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
(*Master's Degree in school or educational counseling, or student affairs preferred*)

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

AND

Five years of experiences in fields related to mentoring, youth development, counseling, or leadership development,

AND

A minimum of two years of experience in staff supervision/management and leading employees to reach performance goals.

Candidates 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 \$62,400-\$74,880 commensurate with experience. Benefits include medical, dental, vision, sick and vacation time, and 13 paid holidays a year.

WORK SCHEDULE

35-40 hours per week during the school year. 30-40 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/educational 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