



BLU Educational Foundation

POSITION: Male Involvement Youth Leader

POSITION SUMMARY

Male Involvement Youth Leader will assist with implementation and case management of a college prep program for African American and Latino youth in San Bernardino and surrounding areas. The Youth Leader will provide college and career planning support to students and parents in the College Exodus Project at local schools, colleges and community organizations.

RESPONSIBILITIES

- Provide individual and small group activities to students.
- 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, test registration and scholarships
- Create and monitor student Personal Education Plans
- Perform student grade checks and referrals for tutoring as needed
- Host workshops and activities to engage males of color in the organization's college exodus project, focus areas, and mission
- Assist with career advising and job shadowing day recruitment
- Cultivate skills to engage males of color in the organization's focus areas
- Mentor and build relationships w/ students & families
- Conduct home visits to families
- 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
- 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 effective with African American and Latino male 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
- 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.



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- Dependability and punctuality a must!

REQUIREMENTS

Education: High school diploma

Preferred Education: Associates Degree or 60 semester units in social sciences, psychology, education, communications/public relations, or a closely related field from an 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 or full-time position with an hourly rate of \$18-\$21 per hour. Benefits are not included.

WORK SCHEDULE

20-40 hrs per week, **must be available Monday-Friday from 10am-6pm**. Will include some evenings & weekends; hours may vary depending on the needs of the organization.

APPLICATION PROCESS: This position will be available Nov 1, 2022. 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 resume and references to: **info@bluedfoundation.org**

For information, please visit www.bluedfoundation.org