



BLU Educational Foundation

POSITION: Male Involvement College Advisor

PROGRAM OVERVIEW

BLU Educational Foundation sees civic engagement as key to our mission of working with the community for educational, economic, social, and racial justice. The core work of our Civic Engagement Program is developing engaged and informed African American youth, parents and community leaders that can positively influence policy and practices that create environments for educational opportunity and success.

POSITION SUMMARY

The Male Involvement College (MIC) Advisor will engage Black and other People of Color to increase the power, voice and leadership in their communities to advance educational and social justice. MIC Advisor will survey community members via phone and door-to-door canvassing regarding education, economic, social, and racial justice issues throughout the Inland Empire.

MIC Advisor will also be responsible for assisting with implementation and case management of a college prep program targeting African American and Latino youth. The MIC Advisor will provide college and career planning support to students, parents, and organizations (virtually and in-person) throughout Inland Empire communities, schools, and colleges.

RESPONSIBILITIES

- Door-to-door canvassing and phone banking to talk with parents and community
- Conduct outreach through one-on-ones, presentations and community meetings
- Coordinate, deliver and/or facilitate trainings, workshops, and meetings
- Host workshops and activities to engage males of color in the organization's college exodus project and career advising
- Assist with career advising and job shadowing day recruitment
- Cultivate skills to engage males of color in the organization's focus areas
- Provide outreach and support for African American Parent Advisory Councils (AAPAC)
- Engage and mobilize students, community, and organizations 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
- Represent BLU at college and community events
- Manage/maintain accurate records; monitor/track student progress on a weekly basis
- Recruit new participants for programs
- 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 the African American/Black community and African American and Latino male students
- Interest/experience with phone banks, door-to-door work, voter/community outreach



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- MUST be able to effectively implement lessons that are academically and socially relevant for African American 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)
- Ability to carry out presentations before groups

QUALIFICATIONS (cont.)

- Excellent written, analytical, and oral communication skills and comfort speaking with strangers
- 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, 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
- Must be well groomed, inclusive of attire and personal hygiene
- 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 community outreach, 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 full-time position with an annual salary range of \$41,600-\$52,000. Limited benefits are included.

WORK SCHEDULE

30-40 hours per week during school year. 30-35 hours per week during summer months. Must be available Monday-Friday from 7am-8pm. Will include some evenings & weekends. 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 qualifications, experience and desire to work with African American voters, parents and young adults, and future career/educational goals
2. Current Resume



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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