

PUENTE Learning Center
College and Career Program Associate

Reporting to the College and Career Program Manager, this full-time position plays a key role in furthering PUENTE Learning Center's mission by supporting high school youth as they move toward graduation and into post-secondary education and beyond.

The College and Career Program Associate will lead our efforts of creating pathways towards college and through college and career for Los Angeles youth. This position will implement and teach curriculum on college access and career readiness programming at partner high schools and help implement yearly program events such as college visits, career fair, and guest speakers. The position requires project management, effective communication, and multi-tasking skills. The Associate will help collect data for end of year tracking and reporting and will have a varied schedule including Saturday hours in order to accomplish the program goals.

As part of the PUENTE team, you can expect to be part of a community-based educational organization deeply committed to enriching the lives of individuals and families in the Los Angeles area. PUENTE seeks talented people, from diverse backgrounds and experiences, who are motivated and devoted to community, service, and equity through recognizing and embracing the community's cultural wealth.

We want strong collaborators, skilled communicators and developed problem solvers who are comfortable in a culture of continuous learning and who are excited to implement innovative ideas and solutions in service to the mission of the organization.

PUENTE Learning Center is a place for learning, achievement and success. We are committed to making education and job training skills accessible to all. We offer classes for students ages 3 to 80+, from preschool to adults, including computer literacy, English as a Second Language, High School Diploma, a charter elementary school, and after school and summer programs. PUENTE is proud to be part of the Boyle Heights neighborhood, a primarily immigrant community, and serving over 95,000 students in our 37-year history.

Essential Duties and Responsibilities

- Assist in development of curriculum and lesson plans of our outcomes-based college access programming
- Implement/facilitate classes on college and career readiness topics and take attendance of youth in the program at two partner high school sites
- Manage and support retention of our college success post-graduation students as they graduate from their undergraduate studies and enter the next stage in their life
- Coordinate our College Saturday events with partners which includes: organizing and implementing enrichment activities, career fair, field trips, and celebratory culmination for youth, families and relevant stakeholders
- Provide leadership skills and accountability for youth in the program by setting milestones in the beginning of each semester
- Engage youth and family in career exploration, academic support, personal guidance, life skills, and professional development activities
- Implement an incentive and reward system for the youth
- Distribute, encourage, and help youth apply to college, scholarship, internship, and enrichment resources and opportunities offered through other organization/businesses/institutions
- Attend partner trainings as needed

- Perform other duties as assigned by the College and Career Program Manager

Qualifications

- Dedicated to meeting the needs of students, fellow colleagues, volunteers, youth, parents and partners
- Ability to establish and maintain effective relationship with students, rooted in trust and respect; views role as adding value to the experience of students through the mission of the organization; demonstrates high degree of flexibility and adaptability to address the needs of diverse student populations
- Effectively identifies opportunities to advance program/project/organizational objectives, identifies opportunities for process improvement, proactive problem solver, works with a positive attitude in collaboration with a team to move projects forward
- Demonstrates excellent written and oral communication skills; is able to communicate clearly and effectively with different levels of staff as well as students and families; is a strong speaker with the ability to deliver effective presentations to diverse audiences
- Relates well to all kinds of people; uses diplomacy and tact; is an active listener
- Utilizes time and the time of others responsibly and respectfully; identifies and prioritizes the critical elements of the job; problem-solves to ensure goal attainment; remains outcomes-focused; ability to effectively manage multiple priorities, strong attention to detail and ability to plan and execute projects
- Understands that the ultimate goal of PUENTE is to produce positive outcomes for youth facing adversity

Knowledge, Skills and Abilities

- Bachelor's Degree required
- 2-3 years of work experience in college access, college counseling and/or college-oriented work with a focus on serving low-income, first generation or undocumented students
- Demonstrated knowledge of higher-education and support services for youth and college students
- Ability to connect with youth and create interest and excitement in going to college
- Experience and knowledge of case management with youth and college students
- Technology literate and comfortable incorporating technology into the instructional programming
- Bilingual proficiency desired
- Ability to adapt to program requirements and needs
- Special Requirement: Must have the use of an automobile with adequate insurance coverage and a valid California driver's license, or have available transportation

Full-time: 40 hours per week, (Mondays-Friday, some Saturdays)

Salary: \$19.00 - \$21.00

To apply, please send a cover letter and resume via email to Tesa Marquez, Director of Human Resources, at tesa@puente.org. No phone calls please.

Review of applications will begin immediately.