

PUENTE Learning Center Post-Secondary Success Coordinator

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.

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 Success Coordinator will lead our efforts of creating pathways towards and through post-secondary opportunities for Los Angeles youth. The College Success Coordinator will support our high school seniors enroll into post-secondary opportunities and ensure that they persist in their first year. Our College Success Coordinator will lead our Mentor/Mentee Program and PUENTE Scholarship and Internship Program. Through workshops and on-on-one coaching sessions, support will be provided to students on how to balance their academic course load, manage their financial aid package, and maintain their mental and physical health. This position will implement and teach curriculum on access/success and career readiness programming at partner high schools and help implement yearly program events such as campus visits, career fair, and guest speakers. The College Success Coordinator 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. The position requires project management, effective communication, and multi-tasking skills.

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.

Essential Duties and Responsibilities

- Develop curriculum, implement, and facilitate classes on post-secondary opportunities and career readiness topics
- Assist in organization of database, and attendance of all 12th grade students and 1st year success students in the program
- Assist with developing strategies and access to resources that support parent engagement
- Contribute to planning and coordination of support services in areas of career exploration, academic support, personal guidance, life skills, and professional development
- Help identify strategic partnerships to bring in outside resources to deliver access and success subject-matter workshops (i.e. financial aid, UC systems, personal statement writing, financial literacy), activities, tours, and other sessions
- Research and distribute scholarship, internship, and enrichment resources and opportunities

- Provide case management, track and support 12th grade students at partner high school sites and post-secondary success student progress toward achieving key benchmarks
- Coordinate our Mentor/Mentee Program activities for our 12th grade students and post-secondary students
- Manage PUENTE's Scholarship and Internship Program: our 12th grade and post-secondary students can apply for needs-based PUENTE Scholarship and paid summer internship opportunities
- Maintain strong communication and relationships with existing post-secondary and career program partners (including teachers, staffs, and counselors) and funders
- Assist with program evaluation and analyzing outcomes to improve model and service delivery
- Track and organize outcomes and deliverables of program for grants and reports
- Attend partner trainings as needed
- Perform other duties as assigned by the College and Career Program Manager and Vice President of Programs

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; demonstrates high degree of flexibility and adaptability to address the needs of diverse student populations
- Effectively identify opportunities to advance program/project/organizational objectives; identify opportunities for process improvement
- Is a proactive problem solver
- Work with a positive attitude in collaboration with a team to move projects forward
- Demonstrate excellent written and oral communication skills; is able to communicate clearly and effectively with different levels of management as well as students and families; is a strong speaker with the ability to deliver effective presentations to diverse audiences
- Relate well to all kinds of people; use diplomacy and tact; is an active listener
- Remain outcomes-focused; strong attention to detail and ability to plan and execute projects; demonstrate strong task management skills
- Demonstrate commitment to continuous learning and sharing of knowledge to promote organizational development

Knowledge, Skills and Abilities

- Bachelor's Degree required
- 2-3 years of work experience in college access, college counseling and/or post-secondary-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
- Experience and knowledge of case management
- Proficiency with social media platforms (Facebook, Twitter, Instagram, LinkedIn)
- Proficiency with Microsoft Office applications (Word, Excel, and Outlook)
- Experience with program evaluation

Job Type: Full-time
Salary: \$23.00 - \$25.00

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.