



College Access Coordinator

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 Access Coordinator will lead our efforts of creating pathways towards post-secondary education for Los Angeles youth and their families. This position will implement and teach curriculum on college access and career readiness programming at partner high schools for high school youth and their parents and help implement yearly program events such as college visits, career fair, and guest speakers. The College Access 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 college and career readiness topics for high school students, parents, and families
- Provide workshops and case management to 9th – 11th grade college access students and parents, track and support their progress toward achieving key benchmarks
- Manage and retain cohorts of 9th-11th grade students at partner high schools and of our college access students' parents participating in our parent engagement program
- Implement an incentive and reward system to help with student persistence and retention in the program
- Provide leadership skills and accountability for youth in the program by setting and tracking milestones in implementation plans
- Distribute and collect student pre and post surveys to improve model and service delivery
- Research, distribute, encourage, and help students apply to college, scholarship, internship, and enrichment resources and opportunities
- 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 college access subject-matter workshops (i.e., financial aid, UC systems, personal statement writing), activities, tours, and other sessions

- Assist in organizing and implementing enrichment activities, career fair, field trips, and celebratory culmination for students, families and relevant stakeholders
- Maintain strong communication and relationships with existing college access partners (including teachers, staffs, and counselors) and funders
- Assist in organization of database, and attendance of college access students in the program
- Track, organize outcomes and deliverables of program for evaluation purposes
- 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 their 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
- A proactive problem solver that effectively identifies opportunities to advance program, project, and organizational objectives
- 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
- Utilize time and the time of others responsibly and respectfully; identify and prioritize the critical elements of the job; 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
- Bilingual: Spanish 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, parents, and their families
- Experience and knowledge of facilitating workshops and case management to high school youth and parents
- Proficiency with communication and learning tool platforms (Discord, Kahoot, Remind LinkedIn)
- Proficiency with Microsoft Office applications (Word, Excel, and Outlook)
- Special Requirement: Must have the use of an automobile with adequate insurance coverage and a valid California driver's license, or have available transportation.
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Job Type: Full-time

Hourly Rate: \$22.00 - \$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.