

**PUENTE Learning Center
College and Career Facilitator**

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 and college youth as they move toward graduation into post-secondary education and beyond.

The College and Career Facilitator is part of the College and Career Program team that leads our efforts of creating pathways towards college and through college for Los Angeles youth. This position will facilitate workshops using created 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 Facilitator 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.

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.

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.

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 2 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 40 -year history.

Essential Duties and Responsibilities

- Facilitate classes on college and career readiness topics to high school students
- Provide resources and information about a variety of college and career pathways opportunities
- Take attendance of all youth in the program at two partner high school sites
- Provide leadership skills and accountability for youth in the program
- Assist in organizing and implementing enrichment activities, career fair, field trips, and celebratory culmination for youth, families and relevant stakeholders
- Engage youth and family in career exploration, academic support, life skills, and professional development
- Encourage youth to participate and enroll in college and career related community events offered through other organizations/institutions
- Distribute, encourage, and help youth apply to college, scholarship, internship, and enrichment resources and opportunities
- Perform other duties as assigned by the College and Career Program Manager and VP, 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; views role as adding value to the experience of students through the mission of the organization, which is to empower the

neighborhood through education; demonstrates 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, 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; 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
- Understands that the ultimate goal of PUENTE is to produce positive outcomes for youth facing adversity

Knowledge, Skills and Abilities

- Bachelor's Degree or Associates Degree
- 1 year of work experience with high school youth desired
- Basic knowledge of higher-education and support services for youth
- Public speaking skills is a must
- Ability to connect with high school youth and create interest and excitement in going to college
- Technology literate and comfortable incorporating technology into the instructional programming
- Bilingual proficiency required - Spanish
- Ability to adapt to program requirements and needs
- Flexibility of hours is required – some evenings and Saturdays
- Weekly travel to high school sites in local area required
- Special Requirement: Must have the use of an automobile with adequate insurance coverage and a valid California driver's license

Job Type: Full-time

Hourly Rate: \$20.50 - \$22.75

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.