

Philadelphia Education Fund is looking for an energetic, entry level person who loves working with high school students and advising them on their future college plans. If this is you, please read the job description and apply.

This is a full-time, 12-month, in-person position that will report to the Director of the TRIO College Access Program and work collaboratively with other Coordinators in the College Access Program and other programs within the Philadelphia Education Fund. A team of nine, across our six schools, the CAP Coordinator will work in an assigned high school in the achievement of CAP objectives and will drive the implementation of the college and career readiness activities and services.

Responsibilities:

The CAP Coordinator will be based out of Olney High School and responsible for:

Recruitment, Strategy & Design (30%)

- Implementing a comprehensive plan with identified strategies and timelines that are grade-specific to increase the number of CAP students planning and preparing to attend college and other postsecondary educational institutions and increase the number of CAP high school graduates who enroll in college and other postsecondary educational institutions directly from high school;
- Designing and implementing programs and strategies that help to encourage student participation in CAP and other academic enrichment programs;
- Create and execute an annual recruitment plan to inform the school community of our program and enroll eligible students in grades 9-12;
- Organize and facilitate trips to colleges and universities, trade and technical colleges, and other organizations to increase student exposure and opportunities,

Student & Family Engagement (40%)

- Designing and implementing a variety of instructional activities, materials, and strategies related to college awareness and access for use with individual students, small groups, classes, and large groups in assembly, classroom, workshop, and other appropriate settings;
- Conducting postsecondary and career workshops, group and one-on-one support to cohort participants and their families;
- Providing CAP students with assistance in areas of academic achievement, school success (attendance, behavior, personal, and social issues), and life-skills (e.g., organization skills, time management, individual and social responsibility, and work ethic) that impact school performance and college access, readiness, enrollment and success;
- Delivering a wide range of activities and services including – but not limited to- workshop sessions related to college awareness and access topics, e.g., college applications/admissions, financial aid, and career/college/life choices;

- Promoting, supporting, and encouraging both parent and student participation in appropriate CAP activities and services.

Collaboration (20%)

- Partnering proactively with school personnel, community groups, universities and businesses to coordinate college awareness programming and activities for students and families;
- Collaborating with teachers, counselors and other school staff in long-term plans to create a college going culture and render postsecondary education an option for all students in the CAP cohort;
- Working closely with other school-based partners in the building to ensure open lines of communication;
- Working with teachers and administrators to support the implementation of a successful recruitment plan for CAP enrollment, activities, and initiatives.

Administration (10%)

- Developing daily, weekly, monthly and quarterly work schedules based upon established priorities that maximize services to CAP students;
- Maintaining accurate data, records, and files to document and track the activities, achievement, participation, progress and of individual CAP students;
- Reporting daily in the designated database/data collection system all activities conducted, and services delivered to /for CAP parent/guardians and students;
- Submitting accurate, complete and timely data and performance reports on a weekly, quarterly, semester, and annual basis as required;
- Maintaining active and updated knowledge of the college access and success field through professional development and individual initiative;
- Working a schedule of hours which may include some evenings and weekends;
- Other related responsibilities as assigned.

Qualifications:

The ideal candidate will possess a minimum of a bachelor's degree in Education, Sociology, Psychology, Business, or related field. The candidate should have successful experience working independently in the college preparation field and be able to demonstrate the following characteristics:

- Three to five years' experience providing direct service to high school aged students and families in the college awareness/access or related field;
- Superior knowledge of college preparation and readiness, secondary education requirements to include admissions and financial aid;

- Experience working with students, families and/or community, especially those who are low income and potential first-generation college attendees;
- Ability to work effectively with diverse constituencies, such as school staff, university staff, parents and community groups, as well as with diverse racial and ethnic groups;
- Excellent organizational skills; ability to manage multiple tasks and projects simultaneously to produce high quality results quickly and on time;
- Self-propelled with the ability to work independently and as part of a team with great energy, persistence, and dedication;
- Engaging presentation skills. Experience and comfort presenting and facilitating large groups;
- Critical thinking, problem solving, accuracy, and attention to detail;
- Excellent communications skills, both oral and written, supported by a strong facility in using technological skills;
- Bilingual Spanish & English strongly preferred.

Reporting:

This position reports to the Director, TRIO College Access.

The Philadelphia Education Fund promotes a culture of inclusion and does not discriminate on the basis of race, color, sex, sexual orientation, religion, national or ethnic orientation, age, disability, veteran status, or any other legally protected factor.

Salary Range: \$50,000 - \$55,000

The hiring range for this role accounts for the many factors that are considered in making compensation decisions including but not limited to skill sets; experience and training; licensure and certifications; and other business and organizational needs.

Applying:

Please submit a resume and contact information for three professional references to: applications@philaedfund.org.