



Position Title: College Access Coordinator
Reports To: Adult Education and College Access Program Manager
Status: Regular, Part-time (30 hours), Non-Exempt
Position Summary: Coordinate services for youth and adults in the College Access Program at Neighborhood House. Provide information about post-secondary education programs, entrance testing, admission requirements, financial aide and scholarship resources.

Responsibilities:

- Utilize best practices in college access research to coordinate comprehensive, culturally sensitive and integrated programs for students who often are the first in their family to attend post-secondary education
- Implement and coordinate partnerships to ensure sustainable programming within the College Access Resource Center including St. Paul Public schools, higher education institutions, youth serving organizations and other collaborating college access programs and organizations
- Actively lead marketing/outreach efforts to recruit youth and families from agency programs, local schools/agencies and higher education institutions to participate in College Access Program services
- Work with Community Outreach Manager to recruit, place, train, observe and support program volunteers
- Establish and maintain positive, effective and professional working relationships with participants
- Represent agency with key community partners
- Implement programming and operational procedures for College Access Resource Center scheduling, special classes, seminars and workshops, family information nights, etc.
- Maintain accurate, updated participant files utilizing participant tracking system and agency database
- Prepare and submit accurate records/reports regarding outcome-based program evaluation and service delivery
- Participate in agency meetings, staff trainings and other events as needed
- Perform other duties as assigned

Qualifications:

- BA in Education, Human Services, or related field from a U.S. post-secondary institution
- Minimum of 2 years of related experience
- Experience in developing, managing and sustaining partnerships within the non-profit sector
- Familiarity with college systems (admissions, financial aid, programs, etc.)
- Excellent oral, written and interpersonal communication skills
- Demonstrate ability to work and communicate effectively with people of diverse ethnic, economic, racial and cultural backgrounds
- High level of initiative and resourcefulness
- Proficient Microsoft Office and database management skills
- Bilingual in Spanish, Hmong and/or an East African Language, preferred
- Must possess a valid driver's license and a reliable means of transportation
- Must pass a criminal background check

Compensation: Minimum \$13.80/hr DOQ

For consideration please mail, fax, or email your resume with letter or interest to: Neighborhood House, Attn: Human Resources, 179 East Robie St, St. Paul, MN 55107; Fax: 651-789-2501; Email: humanresources@neighb.org. Position Posted: 02/03/10; Closing Date: 02/12/10

Neighborhood House is an equal opportunity employer committed to affirmative action and a welcoming work environment for people of diverse communities.