

# F<sup>1</sup>IRST GRADUATE

## **JOB ANNOUNCEMENT**

### **PROGRAM COORDINATOR, HIGH SCHOOL**

Founded in 2001, First Graduate's mission is to help students become the first in their families to graduate from college ready to pursue careers that are meaningful to them. Through a combination of academic support and instruction, high school and college counseling, individualized coaching, and career exploration, First Graduate engages young people from 7<sup>th</sup> grade all the way through their college graduation. We provide our students with the long-term support that their more well-off peers receive so that they can become competitive high school and college candidates.

#### **Position Overview**

We are seeking a dedicated and responsible High School Program Coordinator. The High School Program Coordinator plays a critical role in achieving First Graduate's mission by ensuring that our students have the information, guidance, and support they need in order to be strong candidates for college acceptance. The High School Program Coordinator will work with a small, dedicated team of advisors and other program staff to offer regular advising check-ins with students individually and in small group settings, create and facilitate workshops for students on best practices for college preparation, and support in event planning. Reporting to the Program Manager and working closely with other members of the team, the High School Program Coordinator must possess excellent communication, problem-solving, and project management skills. The ability to stay organized and manage multiple students on a caseload as well as multiple projects is a must.

#### **Specific Responsibilities**

- Advise a caseload of First Graduate students. Advising will include ensuring students know best practices in college preparation, giving social-emotional and wellness support, and supporting the student in their own problem-solving and goal-setting processes.
- Meeting with families and students to support in understanding financial aid, the college application process, and building a college-going culture
- Keeping detailed advising and case notes
- Support in the training of Advising Associates and Interns
- Oversee weekly meetings and supervise intern(s)
- Planning and facilitating workshops that provide cohorts of students best practices in college preparation
- Planning and execution of First Graduate events, which may include college tours, career days, and student conferences
- Provide input on programmatic and strategic planning for the Program Team and for First Graduate
- Maintain and productive working relationships with First Graduate partners, which may include different high schools, other CBO's, and donors
- Develop content for high school website

### **Minimum Qualifications**

- At least 2 years of experience in college advising
- Knowledge of and experience in the college application processes for California Community College, CSU system, UC system, and Common Application
- Knowledge of and experience with FAFSA, Dream Application, and other scholarship applications
- Knowledge of and experience with interpreting financial aid award letters for students and families
- Fluency in Spanish or Cantonese a plus
- Experience working with diverse student populations
- Experience managing multiple projects
- Excellent communication skills, both verbal and written
- Excellent problem solving skills

### **Additional Requirements**

- Employment is contingent upon clearance of a criminal background check through the FBI and CA Department of Justice as well as clearance through the National Sex Offender Public Website.
- All potential employees are required to obtain and submit the results of a current TB test.

### **Compensation and Benefits**

- Salary Range: \$59,000-\$65,000
- Excellent benefits package, including full medical, dental, and 403(b) (employee contributions)
- Generous holiday and vacation plan
- \$800 a year towards professional development

### **To Apply**

Please send a cover letter and resume via email with “Program Coordinator, High School” in the subject line to Oscar Murguia, Program Manager, High School: [omurguia@firstgraduate.org](mailto:omurguia@firstgraduate.org)

*\*Note:* Resumes not accompanied by a cover letter will not be considered.

### **Non-Discrimination Policy**

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, sexual orientation, gender identity or expression, national origin, disability, age, or protected veteran status.

### **Diversity Statement**

First Graduate is committed to building a culturally diverse staff that reflects our student population; we strongly encourage applications from people of color and first-generation college graduates.

For more information about First Graduate please visit [firstgraduate.org](http://firstgraduate.org)