



*“Changing the lives of under-represented college bound students”*

## **“College Access Area Coordinator”**

### **Job Description**

#### **History**

Higher Heights Youth Empowerment Programs, Inc. (HHYEP), founded in 2004, is a statewide college access organization that provides college-planning services to districts and high school students, grade 9 thru 12, and their families, throughout the State of Connecticut.

Our **mission** is to change the lives of under-represented college bound students and **Empower, Encourage, and Equip** them to obtain a post-secondary education.

Our **organization’s goal** is to provide more equitable access of college preparatory resources and services to a broad range of students and their families who have a history of being deprived and who as a consequence are underrepresented in the pool of academically high-achieving students.

#### **Description**

**Job Title:** College Access Area Coordinator (2 positions)

**Reports to:** College Access Partnership Manager

**Work Hours:** 35 hours per week

**Salary Range:** \$17.00 - \$21.75 per hour (**Grant Funded**)

#### **I. Job Summary**

**Summary/Description:** This position is primarily responsible for assisting in the implementation of our programs in New Haven, Waterbury and/or Hartford, Connecticut. HHYEP seeks a talented and enthusiastic program leader who will work collaboratively with the HHYEP team to coordinate program activities related to college access and enrollment. The College Access Area Coordinator will implement our district partnerships. Learning activities include college application workshops, test preparation, college visits, and leadership experiences. The College Access Area Coordinator will primarily be responsible for leading a team of advisors who support a group of students in high school up through matriculation into college. Overseeing the case management activities of advisors include individualized and comprehensive guidance to support students’ social-emotional wellbeing, academic progress, and completion of college and financial aid applications.

#### **Primary Responsibilities –**

- Ensure successful delivery of program outcomes
- Collaborate with other leaders on the program team to create and refine HHYEP’s processes that support students as they apply to and enroll in college application
- Coordinate all post-secondary activities, workshops, trainings and events for districts
- Manage tracking of data (test scores, college readiness indicators, applications submitted, college acceptances, financial aid applications submitted) and utilize data to inform programming
- Create and update weekly and monthly reports to monitor and evaluate progress of high school students on the steps required for application to and enrollment in college
- Supervise advisors, AmeriCorps members and school-year interns, to ensure highest performance and optimal student outcomes
- Develop and maintain relationships with a diverse group students and families
- Track individual student progress and identify critical needs in order to provide timely and appropriate interventions

157 Church Street, 19<sup>th</sup> Floor ♦ New Haven, Connecticut 06510

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- Meet and communicate regularly with program and school staff on student progress towards post-secondary success
- Support relationships with key partners, including teachers, school administrators, counselors and leaders of other community-based organizations
- Meet weekly and work collaboratively with other staff members and volunteers in order to support students and families
- Support program evaluation efforts and make continuous program improvements to achieve outcomes

**Other duties:**

- Support HHYEP’s community and fundraising events
- At times, facilitate presentations/workshops with community partners and districts
- Perform other duties as required

**Preferred Qualifications:**

- Bachelors’ degree from an accredited four-year university required
- Extensive knowledge of college admissions and financial aid processes
- Experience working with first-generation college-bound students and families
- Ability to navigate challenging conversations with students, families and stakeholders
- Supervision experience and the ability to manage/support others
- Ability leading groups of students and managing productivity
- Experience navigating public schools and advocating for student needs
- Ability to track and utilize data for programmatic decision-making
- Spanish proficiency preferred, but not required
- Strong commitment to the mission and values of the organization
- Excellent verbal, written and visual communication skills
- Ability to work with and motivate a broad spectrum of people (ethnic, socioeconomic, educational, professional, and generational)
- Ability to advocate effectively while maintaining positive working relationships
- Ability to work both collaboratively as part of a team effort and independently
- Willingness and ability to take initiative strong desire to learn and grow professionally
- Highly organized with the ability to multi-task and deliver commitments in a timely manner
- Strong work ethic and comfort with working non-standard hours (some weekends and evenings)
- Knowledge of Microsoft Office and Google Suite Products
- Knowledge of Zoom meeting and webinar platform (or similar platform)
- Adobe In Design and Google Analytics.
- Valid driver’s license.

**HOURS**

- HHYEP is a fast-paced, needs-responsive environment.
- Be present and engaged Monday through Friday from 7:30 AM – 2:30 PM
- Work periodic evenings (school wide events such as report card conferences, parent education workshops, FAFSA/CSS Profile completion workshops, and College Road Trips, etc.

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**COMPENSATION & BENEFITS:**

- Monthly cell phone stipend
- Mileage Reimbursement
- Business Laptop
- Paid time off (10 sick days per year and bereavement)
- Conferences & Professional Development

**Submission Information:**

Please submit materials that detail your interest, qualifications and other relevant information. At a minimum, application materials should include: cover letter; resume detailing background and skills; and list of three professional references.

Email all materials to [chaka@higherheightsyouth.org](mailto:chaka@higherheightsyouth.org)

FLSA Status: Exempt

Date: 01/2022

*Higher Heights Youth Empowerment Programs, Inc. is proud to be an Equal Opportunity Employer. Employment with Higher Heights Youth Empowerment Programs, Inc. is based solely on qualifications and competence for a particular position, without regard to race, color, ethnic or national origin, age, religion, creed, gender, sexual orientation, disability, or marital, military, or citizenship status.*

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