



BLU Educational Foundation

POSITION: College Prep Advisor

POSITION SUMMARY

The **College Prep Advisor** (CPA) will assist with implementation and case management of a college prep program targeting African American and Latino youth in the San Bernardino, Riverside and surrounding areas. The CPA will provide college and career planning support to students and parents in the College Exodus Project at local schools, colleges and community organizations.

RESPONSIBILITIES

- Providing individual and small group advising to students.
- Motivate high school students to pursue postsecondary educational opportunities.
- Assist students in locating information on colleges of interest and scholarships
- Assist students in the completion and follow-up of college applications, financial aid forms and scholarships
- Make home visits to families
- Represent BLU at college and community events
- Manage/maintain accurate records; monitor/track student progress on a weekly basis
- Recruit new participants for programs
- Coordinate and deliver workshops and presentations to parents, students and community partners regarding program participation and college
- May supervise, manage fellows, Interns, and volunteers when necessary
- Assist with and participate in special events/projects as needed
- Perform other duties as assigned

QUALIFICATIONS

- MUST enjoy and be effective with African American and Latino male students
- MUST be able to effectively implement lessons that are academically and socially relevant for African American and Latino students
- High level of proficiency in computer programs, software and social media (Microsoft Office programs, Graphics/Layout programs, proficient use of Internet for research)
- Excellent written, analytical, and oral communication skills
- Ability to communicate and work cooperatively with staff, community partners and organization's constituents
- Must carry self in a professional and ethical manner and maintain strict confidentiality
- Ability to carry out presentations before groups
- Reliable and timely in carrying out job duties
- Strong organization skills and the ability to meet deadlines
- Must be energetic, self-starter, and be able to multi-task and work independently in an effective manner under pressure
- Flexibility, sense of humor, ability to adapt easily to shifting priorities and deadlines
- Must be well groomed, inclusive of attire and personal hygiene
- Dependability and punctuality a must!



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REQUIREMENTS

Education: Bachelor's Degree from a regionally accredited college or university

Experience: Must have demonstrated work experience, confidence and success in working with African American youth, families and communities of color.

AND

Two years of experience in fields related to mentoring, youth development, teaching, counseling, or leadership development.

Candidate must pass TB test, criminal background check, have personal transportation available for job related travel, valid California Driver's License and automobile insurance.

SALARY AND BENEFITS

This is a full-time position with an hourly rate of \$14-\$18 per hour. Limited benefits are included.

WORK SCHEDULE

30-40 hours per week during school year. 20-30 hours per week during summer months. Must be available Monday-Friday from 7am-6pm. Will include some evenings & weekends. Hours may vary depending on the needs of the organization. Actual schedule will be determined with hired applicant.

APPLICATION PROCESS: This position will be available immediately. Application materials are now being accepted. Review of resumes will begin immediately and continue until the position is filled. The position may close when an adequate number of qualified applications are received.

How to Apply: Interested and QUALIFIED candidates should email the following:

1. Cover Letter - Include qualifications, experience and desire to work with the target population, and future career/educational goals
2. Current Resume
3. Professional References (3) - Include Name, Title & Company/Organization, and phone number

Please send cover letter, resume and references to: **info@bluedfoundation.org**

For information, please visit www.BLUedFoundation.org