



HEAF30

HARLEM
EDUCATIONAL
ACTIVITIES FUND

Position: Brooklyn Bed Stuy Coordinator

Job Type: Part Time

HEAF is a comprehensive educational enrichment and youth development organization that works to help motivated students develop the intellectual curiosity, academic ability, social values and personal resilience they need to ensure success in school, career and life. HEAF identifies students in middle school and supports them until they have successfully graduated from four-year colleges through a variety of after-school, Saturday and summer educational and youth development programs.

The College Quest program provides comprehensive college access, planning, and persistence programming for all high school and college students. The programming is designed to help students gain acceptance into best fit colleges and universities with the goal of graduation and career readiness. The foundation of support in college focuses on: supporting students academically, including helping them access and utilize the campus resources; ensuring that students are keeping their financial commitments; and making sure that students are adapting well to college life.

Ready to join our team?

We are looking for a Program Coordinator who is a self-starter with strong organizational skills and follow through. Our ideal candidate is insightful with a high energy level, commitment to excellence, and a diligent work ethic. The Coordinator assists the Associate Director of College Quest in shaping the direction and implementation of all related programming, to ensure that all high school students are adequately prepared for college in accordance with the mission of the organization. As such, the Program Coordinator is expected to build and maintain strong relationships with all college students & alumni and their families. The Program Coordinator plays an active role in the implementation of all programming. The Program Coordinator works diligently to ensure high school students' successful matriculation and subsequent graduation from accredited four-year colleges or universities. This includes monitoring and coordinating the college application process; including, college tour planning, mentor recruitment, SAT preparation, college applications, financial aid, scholarships, and a successful transition into college.

Responsibilities include, but are not limited to:

College Access & Exposure

- Educate and counsel students and parents about the college application, scholarship, and financial aid processes through individual and group planning meetings;
- Facilitate weekly college workshops for all high school students;
- Develop relationships with college financial aid and admissions offices and schedule site visits to HEAF throughout the year;
- Coordinate trips and activities, including a 3-day college tour, college visits, and weekend retreat;

- Monitor and track student progress and attendance
- Track students' college application submissions, acceptances, FAFSA completion and financial aid award letters.
- Create the database and outreach mechanism for summer internship placements

College Success & Persistence

- Assist in the creation of summer transition workshop series for all newly matriculating college freshman
- Assist in delivery of College Access classes during the year

Qualifications:

- B.A. in Education or related field
- A minimum of 2 - 3yrs experience working with high school and college students
- Ability and willingness to travel
- Strong organizational, computer, and interpersonal skills

Schedule:

Weekdays: 3 days a week 11 -7pm

Saturdays: 8:30am-4:30pm

To apply:

Interested candidates should submit a cover letter, resume and to jobs@heaf.org. Please include "Brooklyn Bed Stuy Coordinator" in the subject line. No phone calls please.