



Harlem Educational Activities Fund
College Quest Program Coordinator

HEAF is a comprehensive supplemental education and youth development organization that works to help 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 to and through four-year colleges through a variety of after-school, Saturday and summer educational and youth development programs. The College Quest Program Coordinator is responsible for coordinating services for high school students, specifically ninth and tenth grade.

Program and Position Description:

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 help 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.

We are looking for a College Quest Program Coordinator who is a self-starter with strong organizational skills and follow through. Our ideal candidate is creative, high energy, and committed to helping under-represented, first-generation students attend college. The College Quest Program Coordinator assists the Associate Director of College Quest & College Students in shaping the direction and implementation of all College Quest 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 high school students. The Program Coordinator works diligently to ensure high school students' successful transition to 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.

Job Type: Full Time

Schedule: School Year: Mondays - Fridays 11:00am -7:00pm, occasional weekends

Responsibilities include, but are not limited to:

Programming Planning and Management:

- Coordinate daily program activities, including monitoring of students and space and class/activity preparation and dismissal
- Assist with supervision of all part-time College Quest Staff including teachers, teacher assistants, tutors, interns, and volunteers
- Delivery of instruction in absence of teachers
- Chaperoning students on day trips and overnight trips
- Assist in coordinating at least 3 college tours per year



- Help develop curriculum
- Research events and opportunities designed to enhance the program experience of the students

Student and Family Engagement:

- Correspond with parents and students via email and phone regarding attendance, student behavior, academics, and upcoming events/opportunities
- Supervise students during snack time and keep count of all snacks distributed.
- Provide counseling to parents and students during college application process
- Address student behavior and support learning in the classroom
- Articulate organization mission and programmatic goals to parents and students
- Coordinate and support parent meetings as needed

Administrative & Data Management:

- Manage program database on Salesforce
- Update and maintain all student records and files
- Record daily student attendance
- Monitor and report on student progress
- Ensure students meet HEAF academic and attendance requirements
- Generate reports as requested by other departments
- Collaborate with high school staff and parents to obtain student report cards and transcripts
- Monitor and order program supplies and snacks as necessary

College Access & Exposure

- Educate and counsel students and parents about the college application, scholarship, and financial aid processes through individual and group planning meetings
- Co-Facilitate weekly college workshops for all high school students
- Coordinate trips and activities, including a 3-day college tour, college visits, and weekend retreat
- Monitor and track student progress and attendance
- Coordinate and manage a comprehensive Scholarship Help Desk; and
- Track students' college application submissions, acceptances, FAFSA completion and financial aid award letters.
- Create a database and outreach mechanism for summer internship placements

College Success & Persistence

- Assist in the creation and implementation of summer transition workshop series for all newly matriculating college freshman.

Ideal Candidate Job Requirements:

- B.A. in Education or related field
- A minimum of 1 - 2 yrs experience working with high school students
- Strong organizational, computer, and interpersonal skills
- Bilingual (Spanish/English) a plus
- Knowledge of Salesforce a plus
- Zoom proficiency



To apply: Send a cover letter and resume to jobs@heaf.org with "CQ Program Coordinator" in the subject line.