



## COLLEGE SUCCESS COORDINATOR

### ORGANIZATION SUMMARY

Our mission is to prepare Los Angeles students for success in college, career, and life. Working through a network of high-performing, community-based schools and a portfolio of programs that reach students throughout LA County, the LA Promise Fund creates vibrant community hubs and partnerships that foster motivated, engaged, and directed students poised for academic, professional, and personal success.

LA Promise Fund is a unique hybrid, operating programs in partnership with Los Angeles Unified School District at two traditional, comprehensive high schools and a middle school, as well as operating two charter schools in South LA. Further amplifying its impact, the LA Promise Fund runs high profile, far-reaching programs and engagement opportunities available to students and teachers across Los Angeles County.

To learn more about LA Promise Fund visit [www.lapromisefund.org](http://www.lapromisefund.org).

### POSITION SUMMARY

The LA Promise Fund (LAPF) is seeking a College Success Coordinator to support the development of a pilot system to track recent high school graduates into college. This tracking system will be an integral element of an expanded scope of programming to support students successfully through college. This part-time position is grant funded, at twenty hours a week for approximately eight months. Hourly compensation is commensurate with qualifications and experience.

The College Success Coordinator will work with the Chief Program Officer and the college access team to determine the software, strategy and protocol to engage graduates from LA Promise Fund schools successfully through college. The College Success Coordinator will lead the development of the database used to track students, beginning with graduates from the Spring of 2018 who are currently enrolled in post-secondary institutions and culminating with the class of 2019. He/she will communicate with these students, help define and monitor indicators of their success, and connect them with on campus resources. This is a pilot of expanded services, and will be used to inform a more robust program expansion.

## RESPONSIBILITIES AND DUTIES

### *Database Development and Management*

The College Success Coordinator will build and track graduates from LAPF high schools into college. With the help of the Chief Program Officer, he/she will help select the software or product that LA Promise Fund will use, develop fields and populate the database with students from the 2018 and 2019 graduating classes.

### *Student Engagement*

The College Success Coordinator will work with the college access team to develop an engagement strategy to re-connect with 2018 graduates, as well as build relationships with 2019 graduates to ensure they receive ongoing services through the duration of the academic year. This will likely involve a survey, as well as individual follow up by phone and email.

### *Connecting Students with College Success Services*

Once the database has been created, the College Success Coordinator will work with colleges, partner organizations, and cohorts of LAPF alumni to ensure that all students have access to information and relevant services at their post-secondary institution. This will involve some outreach to post-secondary institutions and engagement with partner agencies working to support college success.

### *Strategic Planning*

The College Success Coordinator will contribute to the design and strategy of a new program to support graduates from LA Promise Fund schools through college. This expansion is intended to launch in the Fall of 2019.

Other duties as assigned.

## CANDIDATE REQUIREMENTS

### *Education and Experience*

- Bachelor's degree required
- Familiarity with college access and persistence for underserved student populations
- Education experience as a teacher or service provider preferred
- Experience with database software like Salesforce; preference for College Success specific database (e.g. Beyond12)

### ***Knowledge, Skills and Abilities***

- Outstanding organizational skills and attention to detail
- Collaborative team player
- Innovative thinker who can contribute to continuous improvement of protocols, policies and operating procedures
- Self-starter with a knack for networking, creating new relationships and opportunities
- Ability to work independently and manage multiple priorities and deadlines
- Exceptional written and oral communication as well as interpersonal skills
- Articulate, professional demeanor with strong self-confidence and initiative
- Fluent computer skills including database, word processing, spreadsheets, presentation, and online communications; Google, Salesforce and Adobe experience a plus
- Knowledge of public education and experience with K-12 schools and postsecondary institutions is a plus
- Commitment to the LA Promise Fund mission

### **COMPENSATION**

The term of employment is expected to be 20 hours a week for 8 months. The hourly compensation is commensurate with education and experience.

### **HOW TO APPLY**

E-mail your cover letter and resume to [careers@lapromisefund.org](mailto:careers@lapromisefund.org).