



**Philadelphia Education Fund**  
**Lead College Access Program Coordinator, TRIO Program**  
**Job Description**

Founded in 1985, for more than 30 years, the Philadelphia Education Fund (PEF) has been opening pathways to college and career success for Philadelphia students. We offer students, educators, and school districts a diverse portfolio of programs to support equitable access to postsecondary opportunities for students attending under-resourced schools. Current programming targets Philadelphia public school students from middle grades through college completion.

Each year, PEF serves approximately 4,000 students and 1,200 educators through offerings which include our College Access Program, Philadelphia Scholars Last Dollar Scholarship, Philadelphia Postsecondary Success Program, PhillyGoes2College online portal, Spark Philadelphia, Foster and the McKinney Center for STEM Education.

The Philadelphia Education Fund seeks a Lead College Access Program Coordinator to support and strengthen the reach and impact of its College Access Program at a new partner high school. Working with a cohort of 250 students, this is a professional direct student-support position responsible for managing the delivery and implementation of core interventions and services, for students and their families, as outlined in annual school-specific College Access Program work plans and budgets. The Lead College Access Program Coordinator will design and execute a plan of action to build out a new college access program at a new partnering high school.

The College Access Program (CAP) is a federally funded TRIO Talent Search Program that aims to improve access to postsecondary education for Philadelphia public school students. The program works in partnership with Philadelphia public schools, universities, community groups and businesses, serving more than 1,700 students across six Philadelphia public high schools.

This Lead College Access Program Coordinator reports to the Director of PEF's TRIO College Access Program.

**Core Areas of Responsibility**

The individual in this position will design and manage programs, and will be responsible for developing new systems of partnerships at a newly formed partnering high school. This individual will work to enrich and evidence our College Access Program students' engagement and experience with the TRIO Talent Search program that leads to increased rates of college going and college completion. Areas of accountability include, but are not limited to:

## **Program Development and Management**

- Lead, design and coordinate all projects and programming aligned with the TRIO grant requirements and grant-funded deliverables (i.e., recruitment and selection of participants, outreach activities, promotional material, assessment and evaluation)
- Design and manage a recruitment and retention strategy to achieve the projected number of students needed to fulfill grant expectations;
- Implement a comprehensive plan with identified strategies and timelines that are grade-specific to increase the number of CAP students planning and preparing to attend college and other postsecondary educational institutions and increase the number of CAP high school graduates who enroll in college and other postsecondary educational institutions directly from high school;
- Coordinate the collection of data required by the grants to document participant's eligibility, needs, services received and outcomes assessed;
- Proactively serve as lead on establishing new relationships and partnerships with school personnel, community groups, universities and businesses to coordinate college awareness programming and activities for students and families;
- Cultivate, develop and grow school partnerships to ensure successful implementation of CAP programming and increasing collaboration and depth of partnership;
- Determine the agenda and strategy to enhance and scale program operations, strategic partnerships, and program design to drive student impact;
- Strategize systems for creating meaningful postsecondary and career workshops, group and one-on-one support to cohort participants and their families;
- Provide CAP students with assistance in areas of academic achievement, school success (attendance, behavior, personal, and social issues), and life-skills (e.g., organization skills, time management, individual and social responsibility, and work ethic) that impact school performance and college access, readiness, enrollment and success;
- Deliver a wide range of activities and services including – but not limited to- workshop sessions related to college awareness and access topics, e.g., college applications/admissions, financial aid, and career/college/life choices;
- Promoting, supporting and encouraging both parent and student participation in appropriate CAP activities and services;
- Maintain a solutions-driven mindset, and forward thinking attitude when presented with program challenges;

## **Partnership Management**

- Maintain as lead in collaborating with teachers, counselors and other school staff in long-term plans to create a college going culture and render postsecondary education an option for all students in the CAP cohort;
- Develop and oversee a strong system of communication and support with school staff to ensure successful management of program operations;
- Work closely with other school-based partners in the building to ensure open lines of communication;

- Maintain active and updated knowledge of the college access and success field through professional development and individual initiative;
- Work with teachers and administrators to support the implementation of a successful recruitment plan for CAP enrollment, activities and initiatives;

**Qualifications:**

The ideal candidate will possess a minimum of a bachelor's degree in Education, Sociology, Psychology, Business or related field. The candidate should have successful experience working independently in the college preparation field and be able to demonstrate the following characteristics:

- Three to five years' experience providing direct service to high school aged students and families in the college awareness/access or related field;
- Superior knowledge of college preparation and readiness, secondary education requirements to include admissions and financial aid;
- Experience working with students, families and/or community, especially those who are low income and potential first-generation college attendees;
- Ability to work effectively with diverse constituencies, such as school staff, university staff, parents and community groups, as well as with diverse racial and ethnic groups.
- Excellent organizational skills; ability to manage multiple tasks and projects simultaneously to produce high quality results quickly and on time;
- Self-propelled with the ability to work independently and as part of a team with great energy, persistence, and dedication;
- Engaging presentation skills. Experience and comfort presenting and facilitating large groups;
- Critical thinking, problem solving, accuracy, and attention to detail;
- Excellent communications skills, both oral and written, supported by a strong facility in using technological skills;

**Applying:**

*To apply, email your resume, letter of interest and three professional references with the position title in the subject line to: [info@philaedfund.org](mailto:info@philaedfund.org).*