



**Philadelphia Education Fund**  
**Managing Coordinator, TRIO College Access**  
**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 Managing Coordinator to support and strengthen the reach and impact of its College Access Program by delivering on critical program objectives, supporting program-related resource development needs, stewarding partnerships, and partnering in the overall delivery of a high-quality, high-impact program.

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 Managing 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 projects, programs, and partnerships 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 Design**

- Applying an evidence base approach, build on the design of PEF's current portfolio of CAP grade-specific events to allow for thorough assessment of the program impact and its contributions to improving postsecondary outcomes for students

- Develop and implement new systems of tracking qualitative and quantitative data student impact for campus visits, and grade specific events to validate that programming is meeting large scale CAP objectives
- Design, implement and evaluate for impact a summer “nudge” program that uses texting, social media, and phone calls to encourage and support students at risk of “summer melt” to produce higher rates of college matriculation

### **Program Management and Delivery**

- Leverage qualitative and quantitative data to inform opportunities for continuous improvement in the effectiveness and design of CAP program offerings;
- Implement a comprehensive and timely structure for providing qualitative and quantitative grant reporting data, ensure compliance with new grants through effective onboarding and design a management system for tracking the timely completion of contracted deliverables;
- Serve as the accountable lead in fulfillment of all requirements of supplemental grants that support TRIO programming;
- 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;
- Serve as lead on managing all CAP programmatic needs within budgetary expectations and process all approved orders in a timely manner that will drive student impact at our school-based programming;
- Develop promotional tools to market major events to students like the opening of the application process for the Philadelphia Education Fund’s Philadelphia Scholars’ “Last Dollar” Scholarship, “nudge” summer-melt support, and overall college persistence programming;
- Submit accurate, complete and timely data and performance reports on a weekly, quarterly, semester, and annual basis as required;

### **Partnership/Volunteer Development and Stewardship**

- Cultivate and manage relationships with stakeholders, partners and volunteers so that CAP successfully meets its obligations to and maximizes opportunities with key funders and partners;
- Develop and manage a partner and volunteer engagement plan to drive effective communication and collaboration with volunteers, while ensuring timely completion of project goals;
- Implement all aspects of partnerships, leading in a way that allows CAP to remain nimble as we learn and codify best practices across the organization for volunteer and partner engagement;
- Develop and maintain a plan of action to increase awareness of PEF’s TRiO Talent Search college access program amongst the communities we serve;
- Intentionally work cross-collaboratively with other departments within the Philadelphia Education Fund to deliver on organizational key objectives;

### **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:

- At least four years' experience working with students and families from diverse backgrounds;
- Strong knowledge of college preparation and readiness, admissions and financial aid issues;
- Demonstrated experience in program design and delivery;
- Competency in volunteer and partner identification, stewardship and management
- Critical thinking, problem solving, accuracy, and attention to detail;
- Excellent presentation, training and communication skills, written and oral, supported by a strong facility in using technological tools.
- 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;
- Purposeful and solutions –driven mindset when tackling complex situations with a human-centered approach

### **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).*