



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

PEF's mission is to drive exceptional outcomes for all students by developing great teachers and building paths to college and career success. PEF began in 1985, when local business and civic leaders formed the Philadelphia Alliance for Teaching Humanities in the Schools/Philadelphia Renaissance in Science and Mathematics. Later, the School District launched the Philadelphia Schools Collaborative to focus on high school reform. In 1995, these entities merged to form PEF. Today, as the city's most comprehensive, full-service education organization, PEF works tirelessly to expand and improve educational opportunities available to local youth, and envisions a Philadelphia where all young people have the skills, knowledge, opportunity, and access to the resources they need to succeed in college and careers. Please see: [www.philaedfund.org](http://www.philaedfund.org).

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 1,200 students across five Philadelphia public high schools. Working with a cohort of 212 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. Coordinators execute the plans and develop the types of trusting relationships with students and families that have been shown to foster student success and ensure that students are on track to college admission and completion.

This position will report to the Director of the TRIO College Access Program and work collaboratively with other Coordinators in the College Access Program and other programs within the Philadelphia Education Fund. A team of nine, the CAP Coordinator will work in an assigned high school in achievement of CAP objectives and will drive the implementation of the college and career readiness activities and services.

**Responsibilities:**

The CAP Coordinator will be responsible for:

- Implementing 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.
- Partnering pro-actively with school personnel, community groups, universities and businesses to coordinate college awareness programming and activities for students and families;

- 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;
- Developing daily, weekly, monthly and quarterly work schedules based upon established priorities that maximize services to CAP students;
- Designing and implementing a variety of instructional activities, materials, and strategies related to college awareness and access for use with individual students, small groups, classes, and large groups in assembly, classroom, workshop, and other appropriate settings;
- Conducting postsecondary and career workshops, group and one-on-one support to cohort participants and their families;
- Providing 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;
- Delivering 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;
- Working closely with other school-based partners in the building to ensure open lines of communication;
- Designing and implementing programs and strategies that help to encourage student participation in CAP and other academic enrichment programs;
- Maintaining accurate data, records, and files to document and track the activities, achievement, participation, progress and of individual CAP students;
- Reporting daily in the designated database/data collection system all activities conducted and services delivered to /for CAP parent/guardians and students;
- Submitting accurate, complete and timely data and performance reports on a weekly, quarterly, semester, and annual basis as required;
- Maintaining active and updated knowledge of the college access and success field through professional development and individual initiative;
- Working with teachers and administrators to support the implementation of a successful recruitment plan for CAP enrollment, activities and initiatives;
- Working a schedule of hours which includes some evenings and weekends;
- Other related responsibilities as assigned.

**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;
- Bilingual Spanish & English is a plus;

**Reporting:**

This position reports to the Director, TRIO College Access.

**Applying:**

Please submit cover letter, resume, and contact information for three professional references to: [info@philaedfund.org](mailto:info@philaedfund.org).