

**College Readiness Program Coordinator  
JOB ANNOUNCEMENT****DEPARTMENT:** Community Programs**CLASSIFICATION:** Full-time**REPORTS TO:** High School Program Manager**FLSA STATUS:** Exempt**SALARY:** DOE**SUPERVISES:** 2 Program Leaders**APPLICATION DEADLINE:** Open until filled

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Girls Inc. seeks a College and Career Readiness Coordinator to support our high school girls to graduate high school ready for a college experience. The College and Career Readiness Coordinator will work with girls one-on-one and offer workshops and programs designed to: 1) support the development of cognitive skills needed for girls to thrive in college; 2) support the development of key content knowledge; 3) support the development of self-management skills; and 4) increase knowledge about post-secondary education. Above all, this person must have the ability to inspire girls, to spark curiosity, creativity, and confidence in girls and young women, and to embrace the cultural diversity of the community.

**Primary Responsibilities:**

- Design and implement weekly school year and summer program to provide 21<sup>st</sup> century skill-building opportunities through workshops, mentoring and college advising while documenting through weekly lesson plans.
- Design and implement academic programs and curriculum for high school girls that will help them reach their college and academic goals.
- Develop and maintain relationships with girls by demonstrating compassion, respect, and high expectations
- Support and monitor development of college readiness skills for students that will enable their success in post-secondary education
- Review high school classes and transcripts to determine if they meet college entry requirements and set a course of action to ensure the girl meets academic requirements for college entry.
- Review grades to determine if they meet college GPA requirements and determine course of action including referring to appropriate school and community support services
- Manage agency and external scholarship processes
- Engage and provide information to parents in planning for girls' college experience
- Develop and implement curriculum for stand-alone college workshops for girls and parents including: FAFSA and scholarship processes; transition to college workshop series to build on self-management strategies, harm reduction strategies, and knowledge of post-secondary education; college showers; college readiness for parents
- Hire, train and supervise program leaders to facilitate college readiness and academic program and build relationships with the girls.
- Plan and facilitate field trips to colleges or college round tables

- Create and maintain relationships with colleges and universities as needed to facilitate the admissions process as well as external partners who provide tutoring, college access, SAT/ACT prep, college success, and social-emotional support services to girls

## Qualifications

- Bachelor's Degree required.
- Minimum 3 years' experience with high school aged youth from under-resourced communities in the area of college and career readiness.
- Experience working with youth representing diverse cultures, ethnicities, languages and abilities.
- Knowledge of equity issues affecting girls and young women especially around educational equity and access.
- Experience working with parents and supporting parents in their youth's education, leadership and self-empowerment.
- Excellent verbal and written communication skills.
- Background clearance from the Department of Justice.
- Employment is contingent upon a clean driving record, valid California Driver's License, proof of automobile liability insurance, and background clearance from the Department of Justice
- Bilingual (English/Spanish/Cantonese) highly desired

**Salary:** DOE

**BENEFITS:** Employer pays standard medical plan and provides vacation, sick, and holiday pay prorated to employees FTE.

**OTHER BENEFITS AVAILABLE:** Dental, Voluntary Life, Vision, and Long-term disability available at the employee's expense and the ability to participate in the 403(B) and Flexible Savings Account.

**To Apply:** Submit a Cover Letter and Resume to [talent@girlsinc-alameda.org](mailto:talent@girlsinc-alameda.org)

**Please Note:** Employment is contingent upon a State Driver's license and good driving record. Fingerprinting and a criminal background check required. TB clearance is needed.

Girls Incorporated is an Affirmative Action/Equal Opportunity Employer

**girls  
inc.**

Girls Incorporated<sup>®</sup>  
of Alameda County

Inspiring all girls to be  
strong, smart, and bold

CONTACT US  
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