

POSITION SUMMARY

New City Kids is a high energy, creative program with and for youth in Jersey City that is unique in trusting teens with leadership. The College Coordinator will serve within the Teen Life Internship program to support high school students in their college readiness and application process. The College Coordinator will be both highly attentive to details while also extremely relationally capable to build relationships with teens and their families. New City Kids serves highly motivated high school students, many of whom will be the first in their family to attend college. The College Coordinator will ensure that each senior is offered high level individual support through their application and college entry process.

SCOPE AND RESPONSIBILITIES

- **Oversee seniors' application plan process** – Oversee the creation of individualized college support plans for New City Kids' Seniors in high school (estimated 12-18 students). Work with additional staff members in the Teen Life Internship program to ensure their regular meetings with their assigned seniors.
- **Facilitate programming surrounding college application process** – Plan and facilitate programming throughout the course of the year aimed at providing information to families of Seniors and equipping families to make an empowered decision surrounding their teen's future education. This includes life skills trainings and workshops for Seniors and their families (on topics such as "college vocabulary 101," writing a strong essay, financial aid, selecting the right school for you, etc.).
- **Communicate and track progress** – Send regular reminders to students via email, post flyers, and be personally available to remind Seniors of their progress on their application plans. Ensure database of student applications and staff hours provided is accurate and up to date. Report progress to Teen Life Internship staff and Program Director regularly.
- **Support campus visits** – Work with Teen Life Internship staff to provide in-person visits to college campuses, connecting with New City Kids' alumni when possible. Set up tours with admissions offices, gain parent consent for trips, and chaperone visit days. May be part of planning and/or chaperoning New City Kids' annual spring break College Tour trip.
- **Provide academic support** – Work with Teen Life Internship staff to provide academic support to Seniors and underclassmen, including tutoring in group and individual sessions, and may include support in teaching SAT prep classes.
- **Act as a liaison with the school district** – Serve as a liaison between New City Kids and Jersey City Public Schools to ensure that teens are being adequately supported in their college application process.

QUALIFICATIONS

- Administration – is organized, can manage multiple projects simultaneously, finishes assignments on time
- Affinity for Children – enjoys children and is both loving and able to provide consistent discipline
- Christian Commitment – is a mature person of faith
- Communication – able to interact with families & community members to gain trust, discern needs, and represent as an ambassador of New City Kids
- Cross-Cultural Openness – is sensitive to cross-cultural issues & relates to people of various backgrounds
- Diligence & Initiative – has a proven track record of being able to finish assignments on time and is a self-starter
- Dedicated Team Member – shows flexibility & desire to serve as a positive team member
- Driving Experience – driver's license preferred
- Education – bachelor's degree strongly preferred
- Teachability – can submit to leadership, learn from others, and embrace the vision of New City Kids

Details

- Compensation: \$18,000 - 20,000 per year, pending experience
- Hours: 25 hours per week (includes weekday afternoons/evenings, and may include some Saturday commitments)
- Start date: Fall 2017

To apply, submit a cover letter and a resume to Daymiris Echeverria at daymiris@newcitykids.org