



KIDWORKS COMMUNITY DEVELOPMENT CORPORATION

Job Opportunity: College and Career Coordinator

- Job Title:** College and Career Coordinator
Department: Programs - College and Career
Reports To: College and Career Director
Classification: Non-Exempt / Full-Time
Compensation: \$23 - \$26 / hour
Benefits: Health Benefits (medical, dental, vision), Life Insurance, 401(k) Plan w/employer match, Vacation Accrual, Paid Sick Time, and Paid Holidays.

ORGANIZATION

KidWorks, a well-respected community development organization located in central Santa Ana, exists to unleash youth potential. KidWorks serves over 800 children, youth, and parents every week through preschool, after-school tutoring and enrichment, leadership development, and community engagement and advocacy. To learn more visit <http://www.kidworksoc.org/ourstory/>.

POSITION SUMMARY

Reporting to the College and Career Director, the College and Career Coordinator develops and implements a college preparation curriculum for high school seniors, most of whom would be first-generation college students. The Coordinator also leads after-school classes and events for seniors, manages the Mentor Program, and coordinates with volunteers. Responsibilities include staying updated on college admissions and financial aid, organizing college exposure activities, and supporting students and parents through the admissions process.

ROLES AND RESPONSIBILITIES

PROGRAM IMPLEMENTATION

- Develop, lead, and implement the year-round College Apps Academy curriculum to high school seniors at KidWorks and potentially other community partners.
- Lead 12th grade class on designated days during after-school programs as well as high school Senior events throughout the year.
- Lead KidWorks Mentor Program. Execute mentor onboarding, interviews, and training. Recruit KW student mentees.
- Partner with the Volunteer Department to provide mentor/mentee matches for KidWorks youth and host monthly mentee check-ins.
- Oversee Career Pathway programs for KidWorks youth in collaboration with partner organizations.

RESOURCING & ENGAGEMENT

- Keep up-to-date information re: University of California, Cal State, Community College, and Financial Aid.
- Work with Director to coordinate college exposure activities, such as college visits and college exposure activities.



- Support in educating students and parents about colleges, the admissions process, FAFSA, and testing.
- Identify key college scholarship opportunities for students.
- Provide referrals to support services, job postings, internships, and college information.

COLLEGE & CAREER READINESS

- Lead and implement KidWorks signature Campus Crash event (for elementary through HS youth), in collaboration with key departments and partners.
- Provide opportunities for students to explore various careers through Career Day and Career of the Month events (for middle and high school youth).
- Collaborate with Site Supervisors to support college readiness programming at all KidWorks locations, as needed and directed.

STUDENT SUPPORT

- Support youth activities, including but not limited to Youth Nights, Holiday Events, Summer Programs and Youth Overnight Event.
- Provide direct support of youth through developmental relationships.
- Maintain positive interpersonal relationships with parents and guardians.
- Follow health and safety protocols for staff and students.
- Create a sense of community by exemplifying and communicating KidWorks vision, mission, values and traditions.
- Perform other related duties as assigned.

VOLUNTEER SUPPORT

- Provide guidance and direction to volunteers to assist them in their volunteer duties.
- Foster developmental relationships between volunteers and students.

CANDIDATE PROFILE

The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform the job successfully.

EDUCATION/EXPERIENCE

- Bachelor's degree (B.A.) from four-year college or university
- Two to four-year experience in an equivalent or related position working with youth

SKILLS/REQUIREMENTS

- Ability to relate to young people by earning their respect and trust
- Passion for KidWorks mission and ability to articulate this passion to others
- Demonstrated commitment to the values of diversity, inclusiveness, equity, and empowerment
- Bilingual English/Spanish preferred
- Excellent writing, communications and interpersonal skills



- Strong interpersonal skills, cultural humility, and cross-cultural communication skills across various demographic audiences
- Strong planning, organization and time management skills
- Detail oriented with the ability to work under pressure and prioritize competing demands and meet deadlines
- Exhibit resourcefulness in meeting the goals of the position
- Knowledge and awareness of the first-generation college student experience
- Proficient in Microsoft Office Suite (Outlook, Excel, Word, PowerPoint, Publisher)
- Valid drivers' license and willing to drive students in a company van on occasion
- Covid-19 completed vaccination

APPLICATION PROCESS

To apply for this position, email hr@kidworksoc.org and include both a cover letter and resume. Please write ***“College and Career Coordinator”*** in the subject line. Both attachments must be received; incomplete applications will not be considered. Please forward electronic submissions only. No phone calls please. Only principal, qualified candidates that follow the application process will receive a response.

KidWorks is an equal opportunity employer.