



Position Title: College Access Associate

Reports To: College Ready Manager

Position Description

The College Access Associate is an integral member of the PWFC team, ensuring the scholars complete PWFC's robust high school junior year program prepared to apply to best-fit schools. This person is the first line of support for PWFC's high school junior scholars and provides additional support to scholars in other cohorts as they develop academically. The College Access Associate leads the planning of college exposure programming and academic supports that ensure scholars are on-track. As a member of the program team, the College Access Associate supports the review and development of program activities, expectations and performance data.

Specific responsibilities include but are not limited to:

Junior Cohort: 50%

- Develop and implement annual program syllabus and weekly lesson plans
- Plan and lead weekly sessions and parent meetings for high school Junior cohort
- Collaborate with College Success Manager to match and support mentors
- Coordinate with school stakeholders around college admissions testing and development of preliminary college lists
- Manage contractors or volunteers assisting with program delivery
- Provide 1:1 support to 11th grade students outside of weekly sessions

College Exposure: 30%

- Plan and attend local Fall College Tour for all high school students
- Plan and attend out-of-town 3-day College Tour for Juniors
- Coordinate enrollment in and transportation for summer immersion programs for eligible scholars
- Assist College Success Manager with college application review and submission by senior scholars in the fall
- Collaborate with College Success Manager on transition to college programming

Program Development: 20%

- Develop new and innovative program activities, curricula and materials to achieve program objectives
- Contribute to program review and development
- Participate in student recruitment, parent education, and partnership development
- Maintain timely and accurate student data
- If qualified, provide Spanish translation for presentations and written materials

Qualifications and Competencies

- Bachelor's degree or equivalent experience required.
- 1-3 years of experience planning and leading programming or lessons as an educator or in other youth programs
- Excellent interpersonal and relationship-building skills with diverse populations of students, parents, volunteers and school partners
- Outstanding skills in work planning, organization and attention to detail
- Flexibility
- Ability to work both independently and in a team
- Ability to think strategically, adapt to dynamic priorities, and efficiently manage time and resources
- Must have a valid driver's license and ability to provide reliable transportation to locations throughout City of Chicago and suburbs
- Ability to lift and carry programs supplies and materials weighing up to 25 pounds
- Ability to attend occasional weekend and evening meetings and events, including multi-day overnight trips with students
- A commitment to Pass With Flying Colors' mission, particularly the value of a college degree for first-generation students

Preferred qualifications include:

- Fluency in Spanish
- Knowledge of college admissions testing, the college application and selection process
- Experience in tutoring or test preparation, especially for SAT

Applicants must submit to all required pre-employment screening and background checks.

Compensation

Salary range for this position is \$32,000 - \$39,000. Salary is commensurate with experience. Full-time employees also receive benefits including paid time off and a health care stipend.

Application Information

Interested applications should mail a thoughtful cover letter and resume to Executive Director Jessica Paulsen (jpaulsen@passwithflyingcolors.org) with the subject line "College Access Associate." No phone calls please.

ABOUT PASS WITH FLYING COLORS

A college degree means opportunity and choice as an adult. College graduates earn more than double the annual income of adults who have attained only a high school degree. College graduates are healthier, are more active in their communities, have greater access to health insurance and retirement benefits, and are less likely to be incarcerated. College aspirations



among low-income, first-generation students have risen significantly over the past 15 years, yet the college attainment rates for the same period have remained flat. Pass With Flying Colors' eight-year program closes the aspiration-attainment gap, making college degrees a reality to a larger population of Chicago's low-income, first-generation students.

Pass With Flying Colors (PWFC) prepares Chicago high school students from underserved communities to be successful in college. Students join a PWFC cohort in their freshman year through a competitive application and interview process. Immediately, scholars are immersed in programming and experiential activities that prepare them for the rigors of college. In high school PWFC scholars develop the academic, social and non-cognitive skills that are critical for college and career success. When they matriculate to college, scholars continue to receive PWFC mentoring, support and resources so they will realize their dream of a bachelor's degree.