



**Job Title:** College Access Coordinator - College Access Programs  
**Reports To:** Manager – College Access Programs  
**Location:** **Metro Phoenix**  
**Revised:** June 1, 2022  
**Salary Range:** \$42,000 – \$46,000 per year; DOE

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## **ABOUT BE A LEADER FOUNDATION**

Founded in 2002, the Be A Leader Foundation has impacted the lives of thousands of underserved youth in Arizona. Starting in 2006 Be A Leader began offering structured leadership programming to thirty-two 8th grade students. Since then, the organization has added additional programs now impacting thousands of students, 7th grade through college, annually in three main focus areas: College Access, Postsecondary Transition, and College Success.

Our vision is that all students have the opportunity to succeed in higher education and have the skills and resources to ensure personal success. Our mission is to increase the number of students who are prepared for and succeed in higher education by empowering them with tools, leadership skills, and consistent support, transforming lives, and creating life-long opportunities for success.

## **SUMMARY**

The College Access Coordinator will be responsible for overseeing and facilitating the delivery of college-going curriculum for Be A Leader High School Clubs and Be A Leader High School Institute workshops. The position provides the vision and energy leading to the development and implementation of engaging onsite college access and leadership programming for high school and middle school-aged students. In collaboration with the Be A Leader Program team, the College Access Coordinator will develop short and long-range goals that ensure the growth and sustainability of the program.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Establish and strengthen relationships between Be A Leader and partner schools to maintain Be A Leader Clubs on each campus in their service area
- Responsible for the establishment of Be A Leader Clubs in partnering districts, including securing club sponsors, recruiting and training club officers, and the continued monitoring of each established club.
- Develop curriculum, secure speakers and resources for Be A Leader Clubs on each campus
- Increase the number of participating students from the service area in the Be A Leader Institute High School Program workshop series.
- Strategize with the Chief Program Officer and Manager of College Access Programs to set internal goals for each district.
- Strengthen communication, collaboration, and support for current initiatives in partnering districts to increase awareness of the importance of family and community participation in postsecondary access.
- Work with Be A Leader Staff and school personnel to secure scholarships and postsecondary learning opportunities for individual students.

- Manage individual student resource opportunities in collaboration with school counselors to build support for postsecondary efforts.
- Responsible for implementing, facilitating, and recruiting students for Valedictorian Club (V-Club) program from a predetermined partnering school district.
- Implement strategic club activities on each campus and facilitate and implement monthly Be A Leader Institute workshops, Senior Boot Camp, Be A Leader Parent Clubs, and Youth Leadership Conferences.
- Prepare comprehensive monthly reports of program activities and progress detailing success, challenges, and growth opportunities.
- Manage all data connected with Be A Leader students in new partnering school districts (club attendance, campus visits, etc.)
- Link partnering schools to resources from Arizona community colleges and universities.
- Assist partnering districts and school counselors with strategies to provide college-going information to students, families, and school staff.
- Evenings and Saturdays will be required as determined by program needs.

### **SUPERVISORY RESPONSIBILITIES**

Responsible for managing volunteers who assist in teaching workshops during the week and the monthly Be A Leader Foundation High School Program.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below represent the knowledge, skill, and/or ability required.

### **EDUCATION and/or EXPERIENCE**

B.A., B.S or equivalent; or at least four years related experience and/or training; or equivalent combination of education and experience. Formal teaching or facilitation experience, and a background in education or counseling, is preferred.

### **LANGUAGE SKILLS**

Ability to read, analyze and interpret general periodicals, professional journals, etc. Spanish fluency is preferred.

### **OTHER QUALIFICATIONS/SKILLS/ABILITIES**

- Professional demeanor and appropriate professional dress code required
- Ability to write reports, business correspondence, and program/activity plans.
- Highly organized
- Demonstrated commitment to advancing the mission of the organization
- Electronic and computer skills: facility and experience with Office productivity software (Word, Excel, etc.), internet fluency
- Must have reliable transportation
- Familiarity with best practices in college access strategies
- Independent worker with the ability to work as a member of a multidisciplinary team when needed
- Employment contingent on background check clearance
- Evenings and Saturdays will be required

Please submit a cover letter and resume to Edith Betancourt,  
 Manager, College Access Programs, [edith.betancourt@bealeader.org](mailto:edith.betancourt@bealeader.org)