



**Job Title:** Early Awareness Coordinator - College Access Programs  
**Reports To:** Manager – College Access Programs  
**Location:** **Metro Phoenix**  
**Revised:** November 28th, 2023  
**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 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 Early Awareness Coordinator will oversee and facilitate the delivery of the high school and college-going curriculum for Be A Leader Institute Elementary (7th grade), Valedictorian Club (8th grade), and partnered elementary schools. 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 Early Awareness Coordinator will develop short and long-range goals that ensure the growth and sustainability of the program.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Strengthen relationships between partnering districts and appropriate non-profits, foundations, corporations, organizations, and educational partners to enhance college-going resources for BALF students. (Includes: Tabling, presentations, and workshops)
- Strategize with District superintendents, Principals, and BALF College Access Manager to set internal district goals for BALF programs and all college access activities for each district.
- Identify the college-going needs of each district and assist them in securing and utilizing resources to assist in the process.
- Strengthen communication, collaboration, and support for current initiatives in partnering districts to increase awareness of the importance of family and community participation in college-going initiatives.
- Manage individual student resource opportunities in collaboration with school counselors to build support for college-going efforts.
- Responsible for implementing and recruiting students for the annual Be A Leader Institute Elementary (BLIE) and Valedictorian Club (V-Club) programs for each partnering school district.

- Facilitate RSD BLIE and V-Club program and help provide additional facilitators with all needed program information, monthly curriculum, and activities.
  - Research all information relating to high schools, universities, and colleges for BALF students and present at workshops. Distribute materials as appropriate
- Develop curriculum, and secure guest speakers, resources, and evaluation tools for BLIE and V-Club programs.
- Manage all data connected with Be A Leader students in new partnering school districts ( attendance, campus visits. etc.)
- Assist district principals and school counselors with strategies to provide college-going information to students, families, and school staff.
- Plan and facilitate monthly parent meetings and curriculum to involve parents in BALF activities and increase their knowledge of the college-going process.
- Communicate with parents & students to remind them of workshop dates. This may include any and all of the following: monthly visits to school and calling parents)
- Increase public awareness of the importance of family and community participation in a student's personal and academic endeavors.
- Collaborate with College Access Coordinators in supporting BLIE and V-Club program needs.
- Evenings and Saturdays will be required as determined by the program's 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 an 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

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