

SPECIAL SERVICE FOR GROUPS
JOB ANNOUNCEMENT

Title: Program Coordinator

Division: Orange County Asian and Pacific Islander Community Alliance

FLSA: Non-Exempt; Part-time position at 15-20 hrs/wk (50%FTE)

Supervisor: Program Director

Pay Range or Rate: \$15.00-18.00/hr.

Revised: 09/18/14

Summary

Under the supervision and direction of the Program Director and/or the Executive Director, the College Access Foundation of California (CAFC) Program Coordinator will work in partnership with the Savanna High School (SHS) Counseling Department to facilitate and ensure completion of all Free Application for Federal Student Aid (FAFSA) activities for graduating senior students of SHS. The Program Coordinator will work collaboratively with the Counseling department to provide FAFSA workshops and one-on-one support to Savanna H.S. senior students and families. The Program Coordinator will provide education for students and families about how to complete the FAFSA as well as, provide support and engagement opportunities for students to access the online system and complete the FAFSA. In addition, the Program Coordinator will check-in and maintain regular communication with senior students of SHS and maintain all database systems and communication methods between students, the counseling department and OCAPICA. The Program Coordinator will also work with the OCAPICA Scholars Program Coordinator(s) to provide scholarship opportunities to students of Savanna High School. This is a collaborative effort between CAFC, OCAPICA and SHS to ensure all graduating seniors complete the FAFSA and access federal, state, and local funds they are eligible for given their intent to pursue a degree in higher education. This program is intended to engage students and families to increase FAFSA completion rates and integrate a college going culture across the campus. The Program Coordinator will work closely with the program's high school, school district, local university and other community partners.

Essential Functions

85% Program

- Coordinate FAFSA completion activities for SHS senior students and families. This includes but is not limited to facilitating workshops, meeting one-on-one with students, collaborating with SHS counseling staff, and developing/establishing additional partnerships with related contacts/resources to ensure FAFSA education and completion for all senior students.
- Facilitate multiple FAFSA completion workshops during peak months prior to FAFSA deadline.
- Weekly/Daily check-in with students who have not completed the FAFSA.
- In some cases, provide additional college preparation-case management services to SHS students. This may include: FAFSA assistance, scholarship support, and other education related needs as expressed by the students and/or family.
- Assist in the facilitation of OCAPICA Scholars program activities when necessary.
- Answer/follow up with any questions students may have about FAFSA and other education related concerns by meeting, phone, facebook and/or email correspondence.
- Participate in staff meetings, trainings, workshops and outreach events as time and availability permits.

15% Administration

- Update and maintain OCAPICA student database and reporting measures.
- Maintain timely and accurate documentation of contact made with parents and families of the students we serve.
- Collaborate effectively with other community orgs., youth programs, local institutions of education and other related partners as necessary to complete the requirements of this job.
- Work with Program Manager to develop program strategies.
- Regular attendance required.
- Other duties as needed.

Minimum Qualifications - Knowledge, Skills and Abilities Required

- Bachelor's degree or higher or 4 years of community experience coordinating youth, education, or scholarship programs.
- Must have excellent program coordination, networking, and communication skills.
- Ability to multi-task and manage multiple activities concurrently
- Have at least 1 year experience coordinating programs and working with diverse communities.
- Demonstrated knowledge and sensitivity to the cultures of Asian and Pacific Islanders youth and their families.
- Must be comfortable working in a team environment.
- Ability to do some travel for conferences, meetings, and trainings.
- California Driver's License, proof of car insurance and reliable transportation to travel to conferences, meetings, and trainings
- Verification of employment eligibility and Background Check
- Regular attendance

Non-Essential Qualifications - Knowledge, Skills and Abilities

- Experience with coalition building and working with several community partners.
- Experience working for or with community based nonprofits.
- Experience working with Asian and Pacific Islander populations.
- Experience working with at-risk, high needs youth and young adults.
- Understanding of cultural issues and dynamics.
- Understanding of immigrant and refugee cultural issues and dynamics.
- Understanding of child and transitional age youth developmental issues.
- Prefer individual with flexibility and initiative.
- Ability to work independently
- Ability to work evening, overtime, and weekends may be required.

Supervisory Responsibilities

This position does not require supervision of any paid staff. However, this position may entail supervision of volunteers.

Environmental Conditions (Working Conditions)

The environment for this position is an office environment (may include shared office space), and community (field) based settings. Driving in all weather conditions required.

Physical Requirements

In the course of performing this job, the incumbent typically spends time sitting, standing, walking, typing, filing, listening and speaking, driving, and light lifting.

Mental Requirements

The incumbent in this position must be able to accommodate to any/all of the following: tolerance for distractions and interruptions. Uncontrollable changes in priorities/work schedules; be able to process information, think, and conceptualize.

Application Process:

Application deadline: until filled.

Please e-mail or fax a cover letter, resume and 2 professional references (past supervisors including e-mail address and phone number) to:

Ashley Cheri

E-mail: careers@ocapica.org

FAX: (714)636-8828

Please ensure that the email subject has the job title: FAFSA Program Coordinator

No Phone Calls Please

Agency Background:

The Orange County Asian and Pacific Islander Community Alliance (OCAPICA) are dedicated to enhancing the health, and social and economic well-being of Asians and Pacific Islanders in Orange County, California. Established in 1997, OCAPICA works to improve and expand the community's opportunities through service, education, advocacy, organizing and research. These community-driven activities seek to empower Asians and Pacific Islanders to define and control their lives and the future of their community. Special Service for Groups, Inc. (SSG) serves as the legal employer to this position
