

Japanese Community Youth Council (JCYC) College Access Programs, 2022-2023 Year

Job Title: High School Educational Advisor, JCYC Upward Bound Program

Position: Full-time 40 hrs./week, Non-Exempt position; some evenings and weekends

Salary: \$43,000 with excellent benefits upon completion of 3 month introductory period

Funding Source: U.S. Department of Education; Continuation of position based on the renewal of annual funding.

Start Date: ASAP

PROGRAM DESCRIPTION: Upward Bound (UB) is a year-round, pre-college TRIO Program funded by the U.S. Department of Education (U.S. ED). The program is designed to serve students who are from low-income families and/or will be the first generation in their families to attend college. The goal of Upward Bound is to increase the rate at which participants complete high school and enroll in and graduate from institutions of postsecondary education.

JOB DESCRIPTION: The High School Educational Advisor will be responsible for the identification, selection and counseling of participants at one high school in the San Francisco Unified School District. These participants will fulfill the eligibility criteria set by the U.S. ED for all UB Projects.

JOB RESPONSIBILITIES

A. Direct Service/Outreach

1. Identify, recruit, select and manage a caseload of 33 high school participants according to the following eligibility guidelines:
 - a. Low-income according to the U.S. Department of Education income levels and/or have the potential to be first in their family to attend college;
 - b. Interested in pursuing programs of post-secondary education.
2. Assess and determine participants' educational needs and academic potential;
3. Conduct small and large group presentations about college, financial aid, and career awareness;
4. Provide college and financial aid advising to individuals and groups to encourage participants to complete secondary school and enroll in post-secondary schools;
5. Coordinate and implement local/ long-distance field trips (i.e. college, cultural events, overnight);
6. Support participants to apply for admission or re-enrollment to secondary and/or post-secondary schools;
7. Assist in the planning and facilitation of the: 1) Saturday College Academy held bi-monthly during the school year and 2) 6-week summer program - 5 weeks commuter and 1 week residential (overnight), both held in-person at a college campus.
9. Advocate for participants with college admissions, financial aid, and other community resources;
10. Refer participants to appropriate social services and government agencies as needed.

B. Administrative

1. Collect and organize required program documentation for a caseload of 33-35 high school students;
2. Provide support to high school counseling staff; Collaborate on events that complement JCYC UB program. Staff participation in target school activities is subject to approval by the Associate Director as the activities must not interfere with job responsibilities.
3. Collaboratively host events with UB's sister programs, SF College Access Center and Educational Talent Search (e.g., Cash for College/Financial Aid Nights, Middle School Career Days)
4. Assist with implementation and evaluation of UB program activities and events,

C. Other Program Participation

1. Participate in agency and other College Access program related meetings, activities, committees and trainings as required;
2. Participate in agency's advocacy initiatives;
3. Support agency and/or UB to promote civic engagement to youth;
4. Perform related duties as needed.

JOB QUALIFICATIONS:

- Bachelor's degree and one or more years working with youth
- Strong organizational and follow-through skills and attention to detail
- Experience with conducting presentations and event planning
- Effective verbal and written communication skills
- Computer literate; proficient with Microsoft Office and Google Suite

DESIRED QUALIFICATIONS:

- Individuals with similar background to UB target student population
- Experience with diverse student populations
- Bilingual preferred (e.g. Cantonese, Spanish)
- Knowledge of community activities, resources, and programs for youth in San Francisco
- Ability to work cooperatively with secondary school faculty and community agency personnel

HOW TO APPLY: Applicants **MUST** submit ALL of the following: 1) Resume and 2) Cover Letter to Jackie Lam, UB Associate Director, at jlam@jcyc.org.

PLEASE NOTE: *Upward Bound, a program of JCYC, actively seek to hire and promote individuals, recruit volunteers and provide services to individuals without regard to race, color, sex, sexual orientation, religious creed, national origin, age, marital or veteran status, or presence of non-job-related conditions or disabilities. All employees of the JCYC participate in a criminal background investigation. Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.*