



**Post Secondary Program Specialist
Full Time**

FLSA Status: Non-Exempt

Do you believe, regardless of economic, social class, or race, life for all can and should be filled with equitable opportunities? Do you believe a stronger community begins with our youth? Then we want you to be our Post Secondary Program Specialist and serve as a team member of the Post-Secondary Department!

This position will build and nurture collaborative, interdepartmental relationships that support our Dreamers scholars and Program directors/managers with post-secondary programming, resources and information. In addition, this position will also support 9-12 grade students with a strong emphasis on seniors, recent graduates, and 13th year undergraduate students *with post-secondary resources* and Dreamer Scholarship opportunities. The Post Secondary Program Specialist will support the department to meet annual programming outcomes that align with the organization's strategic plan. This position will report to the Manager of Post-Secondary and Grant Administration and will be hybrid with an Dreamer site in BVSD or SVVSD.

PRIMARY RESPONSIBILITIES

HIGH SCHOOL STUDENTS

- In collaboration with site based program directors/managers, creates, updates and delivers post-secondary programming to a specific HS Dreamer class or classes.
- Supports HS Dreamer scholars in establishing goals and an action plan after high school graduation.
- Supports the development of impactful programming that guides Dreamer scholars and families with college access programming and resources through the college and financial aid process. This includes college and financial aid readiness workshops, materials, and presentations.
- Primary tasks with high school seniors is direct support with admissions, financial aid, and scholarship applications. This includes coordination of setting and meeting appropriate necessary deadlines for various applications.
- Arranges opportunities to visit college campuses. In addition, provides programming to discuss available majors and degrees offered. This is for all college pathways including Technical, two-year, and four-year opportunities.
- Supports the IHDF Scholarship process and cycle. This includes the application process, awarding and disbursement of awards.
- Promotes and coaches staff and students during college readiness programming while acknowledging and continuing to foster student accountability and self advocacy. Provides resources and college campus resources as necessary.

- With support of the site, program directors/managers will collaborate with school administration, counselors, staff and community partners to ensure Dreamer Scholars are informed and participating in events, workshops, and services focused on postsecondary readiness.
- In collaboration with program teams utilizes organizational data to identify Dreamer Scholars who can benefit from additional post-secondary resources and coaching.

UNDERGRADUATES AND RECENT GRADUATES (GAP YEAR)

- Fosters persistence and completion of undergraduate scholarship recipients by maintaining a caseload of students.
- In collaboration with other Post-Secondary Program Specialists, designs and delivers a first year college transition program (known as 13th year) - which includes a summer melt program.
- Monitors progress of students with check-ins, scheduled meetings, and office hours. Responding to students' questions, concerns and needs with college resources and information. Refers 13th year post-secondary students to campus based resources and partners to support persistence and completion.
- Supports students in learning life and success skills, developing self-efficacy, overcoming obstacles, and taking ownership of their academic success. This can be: time management, organization, study skills.

PROGRAMMING AND ADMINISTRATION

- Works to improve program systems and develop initiatives that encourage student engagement with academic success resources and student development opportunities.
- Works with the Manager of Post-secondary and Grant Administration, the site based program directors/managers, and internal and cross-organizational colleagues, including high school counselors and school staff, to develop and implement programmatic interventions to support the academic success and retention of high school Dreamer scholars.
- Maintains, monitors and tracks all students' data and notes related to college access programming, services and other related information within Salesforce database.
- Actively participates in IHDF staff meetings and other professional development opportunities offered by the organization.

OTHER DUTIES AS ASSIGNED:

- The program specialist will utilize current best practices for college access advising for first-generation students with post-secondary retention strategies, high-impact practices related to scholarship program support and participation.
- The program specialist will stay current through self-directed professional reading, development of professional contacts with colleagues, attendance at professional development courses/conferences, and training as directed by the Manager of Post-Secondary and Grant Administration.

QUALIFICATIONS:

- Bachelor's degree or equivalent experience.
- 1-3 years experience with working with youth in a post secondary environment.
- Experience collaborating with students virtually, via phone and in person. Proficiency using remote communication to coordinate and follow-up with students.
- Strong verbal and written communication skills.

- Ability to work independently and as part of a team in a remote work environment.
- Connects with our mission and has experience working with under-resourced communities.
- A proficient understanding of PowerPoint, Canva, Salesforce and social media platforms required.

PHYSICAL AND COGNITIVE REQUIREMENTS NECESSARY TO PERFORM THIS JOB:

- Reliable transportation, good driving record and insurance, required.
- Ability to learn how to drive a minibus that carries up to 14 youth.
- Some evenings, weekends, and conference travel.
- Ability to lift and carry 25 lbs
- Demonstrates active listening skills
- Cultural competency
- Critical thinking and problem solving skills
- Knowledge of adolescent development and/or experience with 9-12th grade students.
- Ability to provide developmentally appropriate support and interventions to promote academic growth and increase knowledge of a post-secondary pathway.
- Ability to collaborate effectively across the organization and with community partners.
- Bilingual (Spanish/English) a plus.

COMPENSATION:

- \$21.50 -25.00/hr
- Competitive benefits (Health benefits, short term and long term disability, paid vacation and sick time and retirement).

Submit email a cover letter, resume, [diversity statement](#) and any supporting documents to to careers@ihaveadreamboulder.org with “Program Manager” in the subject line.

IHDF is an Equal Opportunity Employer, committed to diversity and inclusion