

**INDIANA
LATINO
INSTITUTE**



A Trusted Voice.

ILI Position Opportunity

College Program Coordinator

ILI MISSION

ILI's mission is to advance Latino educational attainment and workforce preparedness statewide through advocacy, leadership development, and culturally responsive programming.

ILI VISION

ILI envisions a thriving and proud Latino community in Indiana, benefitting from its education attainment and career opportunities, and civically and economically contributing to the communities in which they live.

COLLEGE PROGRAM COORDINATOR

The combined efforts of College Access, College Success, Workforce Development and Advocacy comprise the ILI Education Program. Together, these components create a pathway to success for Indiana Latino high school students to college and into the workplace.

ILI, in partnership with IU Indianapolis and Marian University are continuing a 5-year working relationship, into the next three years, to reduce poverty by significantly increasing postsecondary education attainment and strengthening career pathways and placement in good jobs for students, especially Latino students. This partnership program, Pathways to Careers (P2C), is part of the College Success team. The College Program Coordinator will be the day-to-day driver of the Pathways to Careers Program. The College Program Coordinator reports directly to the Director of College Success.

CANDIDATE QUALIFICATIONS

The ideal candidate for the **College Program Coordinator** position will possess the following qualifications:

- A bachelor's degree or higher, preferably in a relevant field,
- Passion for and demonstrated interest in increasing the attainment of postsecondary credentials by students, especially Latino students,
- Background assisting students with college enrollment, either as a high school counselor, college admissions officer, college financial aid staff, or college enrollment advocate, working with students and their parents planning for college and completing admission applications, FAFSA, public and private scholarships applications, and other relevant tasks,
- Background supporting college students, such as in student affairs, advising, and academic support offices,
- Background in job training and counseling, or internship placement and supervision
- Involvement with community and supporting organizations,
- Experience or training in project management, especially overseeing complex components,
- Self-starter and independent worker, easily grasping complex tasks, with confidence to ask for assistance when needed,
- Team player, collaborating with colleagues across departments,
- Competent communication skills for writing and public speaking,
- Available to work evenings, early mornings, and weekends when events are scheduled,
- Travel to schools and other sites throughout Indiana for meetings and events,
- Able to carry boxes and equipment, not more than 40 pounds

Requisite Candidate Traits

- Superior interpersonal skills and ability to work with a disparate set of individuals, both internally and externally while representing the organization
- Strong public speaking and written communication skills
- Ability to work collaboratively in a team environment

- Works well independently and/or in a group
- Positive attitude and strong work ethic
- Ability to multi-task; prioritize competing projects and assignments
- Interested in eliminating education disparities in the Indiana Latino Community
- High-energy individual who takes initiative with a positive outlook and can manage change
- Demonstrates the ability to take the initiative in developing creative and innovative methods for outreach.

PRIMARY ROLES AND RESPONSIBILITIES

Specific duties and essential skills for this position include:

The College Program Coordinator for the Pathways to Careers program, will ensure the proposed work plan is carried out: improving college-access programming at partner high schools, colleges, and ILI's current programming, resulting in more students, especially Latino students enrolling in postsecondary institutions; improving students, especially Latino students access to college -support services, resulting in higher retention and completion rates; and strengthening career exploration and internship opportunities for students, especially Latino students, leading to good jobs.

Specifically, the College Program Coordinator is expected to carry out the following tasks:

- Coordinate college access activities between ILI, two partner colleges, and Marion County high schools, supplementing college-admission and financial aid information for students, especially Latino high school students and their parents,
- Provide coaching to college students, P2C students, and others,
- Recruit and manage students accepted annually as Pathways to Career (P2C) Scholars (at ILI and at the 2 partner schools)
- Monitor the colleges' progress supporting students, especially Latino students on tasks outlined in the subgrant contracts, including such tasks as:
 - Supplement admissions outreach to prospective students, such as high school visits, targeted marketing strategies using social media, and on-campus events
 - Facilitate access to academic support services
 - Establish and bolster professional associations on the two campuses,
 - Strengthen career support services at the colleges, including peer-to-peer interaction
 - Conduct other tasks that advance the initiative's goals
- Support the planning and execution of annual ILI events and other programming, providing college and career information to students and their families,
- Compile data and document processes to evaluate the efficacy of the initiative, including collecting information from partners for mid and final reporting purposes,
- Assist in analyzing data and other information and in making recommendations for improvement
- Support ILI's communication efforts, such as drafting social media posts and writing human interest stories,
- Prepare grant reports and materials for ILI's senior staff and the ILI board,
- Complete other tasks that advance program goals and ILI's mission.

ILI BENEFITS

- ILI offers a competitive salary and benefits package.

INTEREST IN THIS OPPORTUNITY

If you are interested in this opportunity, please submit a cover letter and resume to Maria Quiroz at: mquiroz@indianalatinoinstitute.org

Position will remain open until filled.