



## Programs Officer, College Scholars

**EMPLOYMENT STATUS:** Regular, Full-Time, Non-exempt

**SUPERVISOR'S NAME + TITLE:** Naima Ricks, Director of Programs

### ABOUT SEEDS

SEEDS – Access Changes Everything (founded in 1992 as NJ SEEDS) is a privately funded, nonprofit organization. SEEDS changes the lives of motivated, high-achieving students from low-income families by transforming their educational opportunities. Graduating 160 students annually and more than 3,000 since its inception, every member of SEEDS' 25-person main office staff and 75-person site staff contributes to students' success every day.

SEEDS operates three programs: The Scholars Program, which prepares middle school students for entrance into independent high schools, The Young Scholars Program, which prepares elementary school-aged students for entrance into independent middle schools, and the College Scholars Program, which prepares public high school students for matriculation into competitive four-year colleges and universities.

### JOB DESCRIPTION

The Programs Officer, College Scholars under the supervision of the Director of Programs, leads one of the organization's three programs: the College Scholars Program (CSP). The program currently serves approximately 45 students per year through Saturday classes and one summer session during the academic year. **College Scholars has a three-week residential program – The Collegiate Experience.** This program is expected to expand in the coming years.

### PRIMARY RESPONSIBILITIES INCLUDE:

- **Work Plan** – In consultation with the Director of Programs, implements annual work plan for CSP based on the detailed academic calendar that includes classes, orientations, parent meetings, mock interview sessions, field trips, college visits, and other special events
- **Family Communication & Relationships** – Programs Officer serves as the first point of contact for all families enrolled in programs with support from the Director of Programs. They will handle incoming calls, walk-ins, and inquiries with current CSP families on an as-needed basis. Will meet with the Director of Programs regularly to ensure all families are compliant with the program rules and policies and address any concerns or issues as they arise
- **Placement Process** – With the Director of Programs, coordinates and implements efforts with the Placement Department to help educate students and families about the placement process. The Programs Officer also coordinates the college application process for College Scholars
- **Data Tracking** – Ensure the database is up-to-date with all pertinent

information including enrollment numbers, contact information, attendance, and submission of required paperwork from families

- **Transportation** – Work directly with the Office Manager to coordinate the transportation needs for Saturday and summer program classes, field trips, and special events
- **Orders and contracts** – Manage several program-related facility and vendor contracts, agreements and payments for sites with the Director of Programs
- **Meetings and Events** – Programs Officer leads in the planning and organization of orientations, parent meetings, field trips, college visits, and special events
- **Recruitment and Admissions** – The Programs Officer, *College Scholars Programs* is a member of the Recruitment Team and sits in on all relevant Admissions meetings
- **Management** – Assists the Director of Programs in evaluating and managing site staff
- **Staff Relationships** – The Programs Officer participates in weekly staff meetings and regularly coordinates with other staff members and departments
- *Other Duties as Assigned*

## **NECESSARY WORK EXPERIENCE/LEVEL OF EDUCATION**

- Must have graduated from a four-year college
- At least two years of experience managing programs
- Experience working with youth as a teacher and/or guidance counselor is a plus
- Some knowledge of the college admissions process

## **TECHNICAL SKILLS**

- Must have functional understanding of the applications of Microsoft Office. Knowledge of Filemaker Pro is a plus

## **OTHER COMPETENCIES**

- A deep belief in the importance of an excellent education for all students
- Must engage in a professional manner with students, families, and staff
- Analytical and problem solving skills
- Ability to function as a member of a diverse team
- The ability to prioritize multiple tasks
- The ability to communicate well with a diverse set of individuals and groups
- Presentation skills
- Strong oral and written communication skills
- The ability to effectively and compellingly articulate the SEEDS mission
- Capacity to organize and supervise large projects
- A valid driver's license and access to a car
- Energy and imagination, a willingness to try new solutions and evaluate their effectiveness

## **IMPORTANT REQUIREMENTS**

This position requires:

- Work on several weekends and evenings
- Use of a personal vehicle for business purposes (partially reimbursed)
- Use of a personal cell phone (partially reimbursed)
- The ability to work in a fast paced, ever-changing array of roles and responsibilities.

## **SALARY**

- The salary range for this position begins at \$45k

## **TO APPLY**

Send resume and cover letter as an attachment to an email with the subject line “Programs Officer Position” to [jevans@seedsaccess.org](mailto:jevans@seedsaccess.org).

## **DISCLAIMER**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so assigned. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

SEEDS – Access Changes Everything encourages and supports diversity and inclusion in our workplace. SEEDS aims to select, place, and train the best qualified individuals based upon relevant factors such as work quality, attitude and experience, so as to provide equal employment opportunity for all our employees in compliance with applicable local, state, and federal laws and without regard to non-work-related factors such as race, color, religion/creed, gender, national origin, age, disability, marital status, sexual orientation, veteran status, or any other protected class.