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| <b>POSITION TITLE</b>    | Programs Officer, College Scholars Program |
| <b>DEPARTMENT</b>        | Programs and Guidance                      |
| <b>CLASSIFICATION</b>    | Non-Exempt                                 |
| <b>EMPLOYMENT STATUS</b> | Full Time                                  |
| <b>REPORTS TO</b>        | VP, Programs & Guidance                    |
| <b>SALARY</b>            | \$52,000                                   |

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### **ABOUT SEEDS**

SEEDS – Access Changes Everything changes the lives of motivated, high-achieving students from low-income families by transforming their educational opportunities. We ensure that our students have the knowledge, skills, access, and support to thrive at the nation’s finest schools and colleges and beyond.

Over our 30+ year history, our proven model has transformed the lives of more than 3,500 students, who are now alums, helping to create brighter futures for their families, communities, and society. Each of SEEDS’ unique programs combines rigorous academic programming (on Saturdays during the academic year as well as summer three-week intensives), dedicated mentorship and school search guidance, application assistance and financial aid education and support, and a comprehensive portfolio of workshops, seminars, and activities to support students’ social emotional development.

Based in Newark, NJ, with site locations across the tri-state area, the SEEDS team of 25 professionals serves hundreds of students each year through our middle school, high school, and college programs. As we enter an exciting phase of growth, we are seeking passionate, mission-driven educators and professionals to join our collaborative team—people who are committed to equity, energized by challenge, and eager to make a lasting impact on the lives of young people.

### **Position Objectives**

The Programs Officer, College Scholars under the supervision of the VP, Programs and Guidance, leads one of the organization’s three programs: the College Scholars Program (CSP). The program currently serves approximately 200 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.

This is a highly visible role that serves as an ambassador for SEEDS. The ideal candidate must demonstrate the ability to represent the organization professionally and communicate effectively with students, families, and education professionals. This individual should be deeply committed to serving high-achieving, low-income students, adaptable in terms of responsibilities and work hours, and a collaborative team player.

### **RESPONSIBILITIES**

- **Work Plan:** In collaboration with the VP, Programs and Guidance, the Programs Officer will manage the annual work plan for the College Scholars Program. The work plan is 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** – The Program Officer serves as the first point of contact for all families enrolled in programs with support from the VP, Programs & Guidance. They will handle incoming calls, emails, walk-ins, and inquiries with current CSP families on an as-needed basis. Will meet with the VP, Programs and Guidance, to regularly to ensure all families are compliant with the program rules and policies and address any concerns or issues as they arise
- **Placement Process:** Working with the VP, Programs and Guidance, the Programs Officer will coordinate efforts with the Placement Department to help educate and support students and families about the placement process, which will include reading applications, financial aid preparation, and more.
- **Data Tracking/Management:** The Programs Officer will collaborate with the Manager, Programs & Guidance to will ensure that the database is up to date with all pertinent information including enrollment numbers, contact information, attendance, and submission of required paperwork from families.
- **Meetings and Events:** The Programs Officer will co-lead the planning, organization, and execution of orientations, parent meetings, field trips, college visits and special events with Manager, Programs & Guidance.
- **Recruitment and Admissions:** The Programs Officer is a member of the Recruitment Team and supports recruitment and admissions for the College Scholars Program
- **Management:** The Programs Officer will assist the VP, Programs and Guidance in evaluating and managing site staff.
- **Summer Implementation:** The Programs Officer will plan, coordinate, and provide direct on-site management of the three-week residential summer program, The Collegiate Experience. Note this residential summer program is out of state.
- **Staff Relationships:** The Programs Officer participates in weekly staff meetings and regularly coordinates with other staff members and departments.
- Other duties as assigned.

## QUALIFICATIONS

### Required:

- Bachelor's degree from an accredited four-year college or university required
- 1–2 years of experience in youth development, education, college access, student affairs, or a related field
- Demonstrated ability to manage projects, solve problems independently, and build positive relationships with students, families, and community partners
- Experience working with high school-aged and/or college-aged youth required
- Experience working in a residential, overnight, or summer enrichment program preferred
- Experience supervising interns and/or volunteers is preferred
- Experience working in a nonprofit organization is preferred
- Strong organizational, written, verbal, and interpersonal communication skills

- Ability to work evenings, weekends, and overnight residential programming as required by the annual program calendar

## **TECHNICAL SKILLS**

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

## **Personal Attributes & Competencies**

- Strong time and task management skills with meticulous attention to detail
- A deep belief in the importance of an excellent education for all students
- Analytical and problem-solving skills
- Strong written and verbal communication skills
- Ability to function as a member of a diverse team
- Highly organized with excellent time management and ability to manage multiple priorities
- The ability to effectively and compellingly articulate the SEEDS mission
- Energy and imagination, a willingness to try new solutions and evaluate their effectiveness

## **WORKING CONDITIONS**

- Hybrid schedule: minimum three days per week in the Newark office (including Mondays and Wednesdays)
- Work on several weekends and evenings
- A valid driver's license and use of personal vehicle (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.

## **COMPENSATION & BENEFITS**

- Medical, Dental and Vision benefits
- Health and Dependent Flexible Spending Accounts
- Commuter Benefits
- 401k retirement Plan with an employer-matching component
- Paid Time Off

## **TO APPLY**

Send resume and cover letter as an attachment to an email with the subject line "Program Officer, CSP" to [jobs@seedsaccess.org](mailto:jobs@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.