



BEYONDHOUSING
College Access Program Coordinator
Job Posting

Overview: Beyond Housing helps entire communities become better places to live. We engage where we're needed, focusing on building consensus among leaders, providing and preserving housing, fostering community structures that shape lives, and guiding systems that make people's lives better.

We lead with vision for what a community can be ~ every community is different, but thriving communities tend to share the same basic set of positive traits regarding housing, safety, education, health, infrastructure, and access to basic human services.

We are in search of a College Access Program Coordinator to join our expanded college access team to help move the mission of Beyond Housing to the next level in serving more students from our 24:1 service area.

Duties:

- Recruit 45 new IDA youth participants from area high schools (NHS) living within 24:1 service area.
- Open accounts – requires face to face meeting with youth participants and families. Facilitate the opening of accounts with US Bank staff.
- Assist in the facilitation, coordination, and instruction of financial education for youth including parent workshop events and curriculum.
- Act as liaison between Normandy High School administration staff and participants and parents of the IDA program.
- Assist in the coordination of college access services for students with Normandy High School guidance office staff.
- Create electronic account records for each new IDA participant enrolled in the program; Enter monthly deposit amounts in Vista Share Outcome Tracker Database.
- Analyze and monitor participant savings; Create and distribute monthly Account Summary statements to all enrolled participants. Generate and mail various account and college access letters.
- Provide ongoing support as needed for college access workshops, bank trips and other school-based events.
- Prepare monthly, quarterly, and/or semi- annual reports to program funders; Assist in the production of reporting data to the United Way and other partner agencies on an as-needed basis.
- Facilitate match withdrawal processes to include:
 - Receiving appropriate completed match withdrawal documentation from IDA participants
 - Contacting financial institution to insure availability of funds
 - Providing appropriate documentation to Accounting Department for preparation and dissemination of match withdrawal checks (made payable to 3rd party vendors) to clients
 - Submitting required documentation for reimbursement of funds
 - Entering all match withdrawal data for IDA participants
 - Working with financial institutions to facilitate withdrawal of participants' savings match
- Occasional Travel – Coordinate College Field Trips throughout the school year for youth IDA participants.

Personal Qualities:

- **Collaborative** -- A dynamic personality that is collaboratively minded, can recognize and identify strengths, seek consensus around mutual goals, and build meaningful relationships.
- **Creative, Critical Thinker** -- A systems-thinker and builder, who is not afraid to be innovative in and has skills in articulating these ideas and concepts.
- **Methodical** -- Strong analytical, systems, and problem-solving skills to evaluate performance, prepare reports, and recommend/implement solutions using independent judgment.
- **Reliable** -- reflect and value a team approach, demonstrated integrity, effectiveness, efficiency, and the ability to deliver high quality service. Highly capable of handling multiple tasks, projects and timelines. Excellent oral and written communications skills.
- **Trusted** -- Ability to work with residents, partners, and staff of diversified backgrounds with a positive, optimistic, solutions oriented attitude. Shares a deep respect for the community, its stakeholders and the residents that we serve.
- **Driven** -- Passion for the work and an interest in continuous learning and improvement.



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Required Qualifications:

- BA, BS with preferred course work in Social Services, or another related field with College Access Experience.
- Must demonstrate excellent writing skills and a willingness to work in a fast-paced/non-profit environment. Individual must possess proficient time management and multi-tasking skills with an ability to meet deadlines.
- Strong computer skills, including MS Office (Word, Excel and Outlook) with excellent attention to detail.
- Good organizational and self-motivational skills with a proven ability to take initiative and work independently.
- Excellent writing, editing, research, and oral communication skills.
- Good human relation skills and the ability to effectively work with persons from a broad range of social, economic and professional backgrounds is required. Must have an understanding of issues affecting low to moderate income families and minority communities.
- Ability to be flexible and work occasional early mornings, late evenings and weekends.

Preferred Experience and Qualifications:

- MA, MSW preferred, with two (2) years' experience, which demonstrates knowledge of a variety of field concepts, practices and principles related to program planning and implementation, asset-building and College Savings Accounts including Individual Development Accounts (IDAs) and (529s).
- Ability to anticipate needs, see opportunities and use good judgment in dealing with confidential information.
- Ability to analyze and review operational procedures, identify problem areas and optimize performance through procedural changes.
- Experience with client database management tools.

Supervisor:

College Access Program Manager

Salary and Benefits:

- Full-time salaried position with benefits as determined in current Beyond Housing Employee Handbook
- Salary Range – Starting at \$35,000.00

Application Instructions:

Please send **resume, cover letter** in MS Word format to hr@beyondhousing.org. This position will remain open until it is filled.

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 intended to be a complete list of all responsibilities, duties, and skills required. Beyond Housing is an Equal Opportunity Employer.

At Beyond Housing, we are committed to promoting **Diversity, Inclusion, and Equity** throughout our organization and culture. We strive to understand and appreciate the individuality of every employee and create a better place to work for all. We nurture a culture where everyone positively acknowledges equity through action and is aware, understanding, and appreciative of diversity.

Our vision is to go beyond simple tolerance and fully embrace the things that make each person unique. We recognize that our employees' differences support our ability to advance equity for the communities we serve. Further, we understand that equity is critical to the fulfillment of our mission to help entire communities become better places to live.