



## **Program Coordinator (Milpitas)**

### **Job Description**

The Peninsula College Fund makes college graduation a reality for low-income, first-generation college students. Our comprehensive program includes four-year college scholarships, one-to-one adult mentors, college and career success training, and summer internship support. We are now seeking a dynamic and committed Program Coordinator to help implement our programs, working directly with our scholars and mentors.

#### **MISSION**

Our mission is to empower low-income, first generation college students to graduate and obtain a job that aligns with their career goals.

#### **WHO WE ARE & WHAT WE DO**

Starting as a grassroots effort to support three scholars in 2005, PCF has steadily grown and today has served over 250 students and awarded over \$1.5 million in scholarships. PCF operated as a completely volunteer-run agency until late 2010, and currently employs a small staff. The Program Coordinator will report to the Executive Director.

We support our scholars through four key programs:

1. Scholarships: Each student receives a scholarship of \$3,000/year for all four years of college.
2. One-to-One Mentoring: We carefully match each scholar with one caring adult who provides support, counsel, networking, and positive role modeling to help each student complete college. We provide our mentors with ongoing training and continuously evaluate and improve our mentoring program.
3. Summer Internships: We provide internship application support for our scholars, ideally for summer internship placements.
4. College and Career Success Events: We provide all students with targeted, in-depth training events to give them the tools for college completion and career readiness.

#### **GENERAL RESPONSIBILITIES & DUTIES**

The Program Coordinator serves as the primary liaison to students and mentors. They provide information and support to students and mentors, help plan and execute training and social events for students and mentors, administer the scholarship program, and provides general

program support to other staff members and contractors.

### **Student Facing**

- Administer the scholarship selection process (outreach presentations, review applications, organizing scholarship applications review and interviewing process, and manage scholarship readers from the community)
- Troubleshoot student academic and college adjustment issues
- Administer scholarship disbursement (processing scholarship requests from admitted students, reviewing grades and other requirements, etc.)
- Collect, review, and track students' grades
- Facilitate positive communication among mentors, mentees and the organization.

### **Mentor Program**

- Spearhead mentor recruitment, with support of Executive Director and Board of Directors
- Administer mentor selection (attending community events, recruiting mentors, reviewing applications, organizing application reviews and interviewing process)
- Provide mentors with ongoing support through regular contact and continuing mentor education events
- Troubleshoot any rising issues between mentors and mentees

### **Events**

- Plan and execute mentor and student orientation and training workshops
- Organize student social events (Awards Ceremony, Holiday Party, etc.)
- Execute day-of event tasks (registration, deliveries, other logistics)

### **Administrative Duties**

- Provide information to be used in reports and newsletters to board and funders on student progress and program activities
- Communicate with the community using social media
- Track student and mentor activities in database, and provide reports on trends and findings from data

The above statements are intended to describe the general nature and level of work performed by the incumbent in this position. They are not intended to be an exhaustive list of all responsibilities, duties and skills.

## **QUALIFICATIONS**

The Program Coordinator must be adaptive and entrepreneurial, with a problem-solving and positive approach to their work. This is a highly relation-based role, so the Program Coordinator must have excellent interpersonal skills and an ability to relate effectively to low-income, first-generation students of color. Given the small size of our staff, the ability to plan and multitask is critical. We have limited resources, so creativity, resilience, willingness to work hard, and ability to do more with less are key. Specific qualifications include:

## **Values**

1. Passion for educational opportunity and equity
2. Desire to empower others through service

## **Required Qualifications**

1. Ability to work in a resource-constrained environment
2. Excellent written and verbal communication skills
3. Superlative multi-tasking ability and organizational skills
4. Experience using databases or ability to learn quickly how to use databases effectively
5. Bachelor's degree and one to two years of employment or comparable experience
6. Proactive and independent problem-solver
7. Ability to model self-advocacy and networking among students

## **Preferred Qualifications**

1. First-generation college graduate
2. Positive attitude and sense of humor
3. Comfort with public speaking
4. Experience in event production and execution
5. Demonstrated capacity to work effectively in a multicultural context, and experience working with low-income communities and communities of color

## **WORK ENVIRONMENT & BENEFITS**

### ***Work Environment***

- We have a hands-on, collaborative, and entrepreneurial work environment.
- We believe in an inclusive work environment that fosters individual growth and team empowerment.
- While we take our work very seriously, we also like to have fun and enjoy each other's company. We have a sunshine committee that plans fun events (that usually involve food!) for staff.

### ***Work Location***

*Headquarters:*  
Sobrato Center for Nonprofits – Milpitas  
526 Valley Way  
Milpitas, CA 95035

## **COMPENSATION & BENEFITS**

*The Peninsula College Fund is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.*

### **Salary & Compensation**

- Salary commensurate with experience.
- We offer a generous benefits package:
  - Leave: 10 days of vacation, 10 paid holidays, 8 paid sick days and a flexible work schedule when needed.
  - Health, Dental, and Vision Benefits: We currently pay 100% of all premiums for eligible employees.
  - 403(b) Retirement Plan.
- This is a full-time, 40 hrs. /week non-exempt position.

### **OUR HIRING PROCESS**

- We will review resumes on a rolling basis until the position is filled.
- We will begin scheduling and conducting phone interviews on March 18, 2019.
- We will conduct an in-person group interview through the month of March and April.
- Finalists will be invited to an informal interview with our Executive Director, and we will make an offer by April 19, 2019.
- We would like to have this candidate start in May 6, 2019.

### **Application Submission**

- *To apply, please send a resume and cover letter to [jobs@peninsulacollegefund.org](mailto:jobs@peninsulacollegefund.org), with the subject line "Program Coordinator, Milpitas: [Your name]." Include where you learned of this opportunity.*
- *No phone calls, please.*
- *Application deadline open until filled.*