



## High School Program Coordinator

### Position Description

#### **About CollegeReady**

CollegeReady (previously Scholarships, Inc.) is a local nonprofit creating hope and brighter futures for youth of all backgrounds in Northeast Wisconsin. Through scholarships and college readiness programming, we help students break down barriers to higher education and change their lives.

Founded as a scholarship granting organization in 1962, we have awarded millions of dollars to thousands of area students. While scholarships remain a priority, in 2014 we added a college readiness program called NEW Scholars to help deserving students become the first in their family to attend college.

NEW Scholars is focused on enhancing reading, writing, and character development among students from underrepresented backgrounds. Beginning in middle school and continuing through high school, we help these students on their path to college through after-school programming, campus visits, service learning, parent workshops, and much more. Annually, the program serves almost 200 Green Bay area students.

#### **Position:**

NEW Scholars High School Program Coordinator

#### **Description:**

Do the words “motivated,” “independent,” and “change agent” describe you? Are you passionate about helping people succeed? Do you thrive when asked to think outside the box? If you answered “yes” to these questions, and if you see yourself as an organized, self-driven person, you might just be our next NEW Scholars High School Coordinator.

We are looking for a dedicated and dynamic coordinator to plan, organize, and facilitate our high school college readiness programming for underrepresented students and their families.

#### **Responsibilities:**

1. Develop curriculum that meets the organization’s program goals and objectives
2. Ensure programming meets the academic and interest needs of students
3. Prepare and facilitate weekly high school programming
4. Maintain open communication between school district personnel, students, and their parents
5. Communicate with parents and families as needed

6. Prepare parent workshop curriculum/materials
7. Support coaching staff and volunteers as needed
8. Maintain a positive, professional, and supportive relationship with students, families, and staff
9. Perform other job related duties as assigned

### **Qualifications:**

1. Bachelor's degree is **required**
2. 1-3 years of experience working with students in an education or community setting is **required**
3. 2-3 years of experience teaching reading, writing, or character development skills *preferred*
4. Conversational Spanish skills *preferred*
5. Demonstrated ability to understand and work with linguistically and ethnically diverse student populations
6. Effective communication skills
7. Proficiency in Microsoft Office and Google programs
8. Superior organization skills and dedication to completing projects in a timely manner

### **Status:**

This is a full-time, salaried position.

### **Compensation:**

Compensation is competitive and commensurate with experience. An attractive benefit plan including health, dental, vision, life and disability insurance along with a retirement plan and paid time off are included.

### **To Apply:**

Submit a cover letter indicating your interest in this position and your professional resume to Carmen Vos at [cvos@collegereadywi.org](mailto:cvos@collegereadywi.org)



### **Carmen Vos**

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