



PROGRAM COORDINATOR



WHO WE ARE

Capital Partners for Education (CPE) has provided one-to-one mentoring and college and career success programming to low-income, first-generation to college students since 1993. CPE's mentoring program supports DC students who fall within the academic middle of their peers to provide the skills and experiences they need to successfully complete college and to excel in the workforce. CPE's student body has tripled in size over the last five years; the organization currently supports more than 460 students who are enrolled in 17 Washington, D.C.-area high schools and more than 80 colleges and universities across the country. Through one-to-one mentoring and guidance from CPE staff, 61% of CPE students graduate college at twice the rate of their similarly-situated peers.

POSITION DESCRIPTION

The Program Coordinator helps CPE achieve its organizational goals of student college enrollment, persistence, and completion by coordinating support for a caseload of student-mentor pairs. Additionally, the Program Coordinator provides support with recruitment and training. The position reports to a Program Director.

Responsibilities include:

Case Management

- Manage a caseload of students and their mentors to maintain supportive, communicative relationships from high school graduation through college completion
- Monitor student academic, social/emotional, and developmental progress, financial obligations, college enrollment and persistence; field urgent student concerns to a Program Director
- Coach and collaborate with mentors to facilitate mentor-student relationship development and address the student's challenges through one-on-one guidance and resource referral
- Use survey feedback and data reports to inform interactions with students and mentors, and to guide support systems and program design



Program Execution

- Plan and execute a wide range of student and mentor events and activities
- Develop and deliver workshops, resources, and trainings on student academic, social, and emotional support to mentors and students
- Develop and deliver communications across various platforms to all stakeholders in order to foster engagement and provide program updates
- Support the Program Director throughout the full cycle of the annual student recruitment process
- Support the Volunteer Engagement Manager throughout the full cycle of the mentor recruitment process
- Interact with various CPE stakeholders (students, mentors, parents, school administrators, community partners) to foster an understanding of barriers to college among low-income students, supporting CPE's fundraising initiatives
- Other duties as assigned to support case management and program execution

REQUIRED QUALIFICATIONS

- Bachelor's degree in human development, psychology, sociology, social work, education or other social sciences/human services field
- At least one year working with low-income youth or youth facing barriers to college completion. Experience can include:
 - College transition, persistence, and/or career transition; college or career counseling
 - Mentoring or coaching experience with youth and/or adults (including athletics)
 - Relationship facilitation, ideally between people from diverse backgrounds
 - Program or workshop design; curriculum development
 - Experience navigating college bursar's office, financial aid, federal work-study, FAFSA completion, private scholarships
- Passion for serving CPE's target population and improving their life trajectories, both individually and as part of a high-performing team
- Organizational and time management skills with exceptional attention to detail
- Strong interpersonal, communication and team building skills; flexibility and adaptability
- Proficiency with Microsoft Word, Excel, and PowerPoint
- Experience with data management systems is a plus (e.g. Salesforce)
- Spanish language proficiency is a plus



HOW YOU WILL BE COMPENSATED

Your salary will be commensurate with your experience and abilities. CPE provides a comprehensive benefits package which includes:

- Medical, dental, and vision insurance
- 403(b) retirement plan with employer matching available
- Life and disability insurance with premiums fully funded by CPE
- Paid time off, including vacation, official holidays, and office closure at year-end
- Fully paid membership at local gym
- Flexible spending account

HOW TO APPLY

Please send your **cover letter** and **resume** to programsrecruiting@cpfe.org. In your cover letter, please include salary requirements. Thank you for considering this opportunity with CPE.