

Program Coordinator, JOYA Scholars

- Position:** College Readiness Program Coordinator
Organization: JOYA Scholars
Website: joyascholars.org | Instagram: [@joyascholars](https://www.instagram.com/joyascholars)
Locations: Main Office: 410 S. Lemon St, Fullerton, CA 92832
Program Site: Fullerton, CA 92831
Hourly Pay: \$17.00/hr, 32 hours/week
Schedule: Mondays—Thursdays from 11:00am-7:30pm
Includes evenings and occasional weekends
Reports to: Program Director

Position Summary

JOYA Scholars' mission is to inspire and prepare students from low-income communities in Fullerton to succeed through higher education. Our vision is for each student to have the resources they need to succeed in high school, graduate from college, build a fulfilling career, and become a community leader.

JOYA Scholars is an equal opportunity employer. Our team values innovation, equitable practices, and service that is dignifying of our students & families and their experiences.

JOYA Scholars currently serves nearly 100 junior high and high school students in Fullerton's Garnet and Maple neighborhoods.

The College Readiness Program Coordinator will implement and facilitate JOYA Scholars' College Readiness Program for 40-50 neighborhood students.

This individual is responsible for the following. 1) Serve as the primary coordinator for the following student services: mentoring, tutoring, college applications academy, parent academy, service & leadership academy, alumni network, and office hours. 2) Provide individualized academic guidance and resources to 40-50 students, grades 7-12, and their families. 3) Manage 20-30 volunteer mentors & tutors and 2-3 Federal Work Study employees & interns throughout the academic year.

Position Responsibilities

- Coordinate and facilitate weekly, 1-hour mentoring meetings (20 participants), workshops that engage students and volunteers in discussions on academic success and college readiness.
- Coordinate and supervise weekly tutoring sessions (20 participants per day) between students and volunteers.
- Coordinate and facilitate weekly, 2-hour college applications academy sessions for high school seniors (15 participants).
- Coordinate and co-facilitate a 7-week Parent Academy series in Spanish (15 participants).
- Coordinate and facilitate monthly student service club meetings (5 participants).
- Coordinate and facilitate community service opportunities for students.
- Coordinate leadership development opportunities for students.
- Coordinate and facilitate Alumni Network fellowship opportunities for program alumni.
- Coordinate individual office hour sessions with students on an as-needed basis.
- Maintain timely, responsible communication among staff, students, families, and volunteers in the program.
- Implement program assessments and accurately record program data.
- Manage and supervise volunteers, interns, and Federal Work Study employees. Implement various components of the volunteer program, including outreach, recruitment, onboarding (orientation and training), and evaluation.
- Support the team with securing in-kind donations.
- Support the team with social media content.

Desirable Characteristics

- Must demonstrate strong written and verbal communication skills.
- Comfortable speaking in public and working with diverse audiences.
- Possess proactive, cross-culturally appropriate interpersonal skills.
- Proficient computer and technology skills, including social media.
- Experience in community service and leadership roles.
- Possess a passion for college access, and a strong commitment toward serving marginalized communities.
- Willingness to invest time into your own professional development as a community leader.

Eligibility Requirements

- Possess a Bachelor's Degree or equivalent experience.
- Bilingual in conversational Spanish.
- Complete a criminal background check.
- Possession of a current and valid CA driver's license, liability insurance meeting CA state minimum requirements, and reliable access to transportation.

Benefits

- 4 weeks paid vacation per year: Spring break (1 week), Summer break (1 week), and winter break (2 weeks).
- 6 paid holidays, 3 paid wellness days, plus paid time off on an accrual basis.
- \$500 per year stipend for out-of-pocket medical expenses, to be activated following a 6-month probationary period.
- Gain experience in the nonprofit & education sectors by working closely with low-income, Latinx, and immigrant communities.

To Apply

Please send your resume to Christian Esteban, Executive Director, at christianesteban@joyascholars.org. Contact (209) 505-2452 with any questions.