

SPECIAL SERVICE FOR GROUPS
JOB ANNOUNCEMENT

Title: Program Support Coordinator	Division: Orange County Asian and Pacific Islander Community Alliance
FLSA: Non-Exempt;	Supervisor: Program Director
Pay Range or Rate: \$12.00-15.00/hr.	Revised: 12/08/14
Part-time; Temporary position(s) at 15-20 hrs/wk (50%FTE); January, 2015 – May, 2015	

Summary

Under the supervision and direction of the Program Director and/or the Executive Director, the College Access Foundation of California (CAFC) Program Support Coordinator will work with the Program Coordinator to provide FAFSA completion support and assistance at Savanna or Magnolia High School. In partnership with the Savanna High School (SHS) Counseling Department, OCAPICA staff will facilitate and ensure completion and submission of the Free Application for Federal Student Aid (FAFSA) by all senior students at each school site. The Program Support Coordinator will assist the Program Coordinator in all efforts provided to the school through collaborative work with the Counseling department to provide FAFSA workshops and one-on-one support to Savanna/Magnolia H.S. senior students and families. Assistance provided by the Program Support Coordinator may include but is not limited to: provide education to students and families about how to complete the FAFSA, provide support and engagement opportunities for students to access the online system and complete the FAFSA, check-in and maintain regular communication with senior students, and assist and support in maintenance of all database systems and communication methods between students, the counseling department and OCAPICA. This is a collaborative effort between CAFC, OCAPICA, Savanna H.S. and Magnolia H.S. to ensure all graduating seniors who intend to pursue a degree of higher education complete the FAFSA and access federal, state, and local funds they are eligible for. This program was created in an effort to increase FAFSA completion rates and integrate a college going culture across the campus.

Essential Functions

85% Program

- Supporting FAFSA completion activities for MHS/SHS senior students and families. This includes but is not limited to facilitating workshops, meeting one-on-one with students, assisting at MHS/SHS after school FAFSA drop-ins, late night FAFSA drop-ins, FAFSA/CA Dream Act application completion workshops, collaborating with MHS/SHS counseling staff to ensure FAFSA education and completion for all senior students.
- Weekly/Daily check-in with students who have not completed the FAFSA.
- In some cases, provide additional college preparation-case management services to MHS/SHS students. This may include: FAFSA assistance, and other education related needs as expressed by the students and/or family.
- Answer/follow up with any questions students may have about FAFSA and other education related concerns by meeting, phone, and facebook and/or email correspondence.
- Participate in staff meetings, trainings, workshops and outreach events as time and availability permits.

15% Administration

- Assist with maintaining OCAPICA student database.
- Maintain timely and accurate documentation of contact made with parents and families of the students we serve.
- Collaborate effectively with other community organizations, youth programs, local institutions of education and other related partners as necessary to complete the requirements of this job.
- Regular attendance required.
- Other duties as needed.

Minimum Qualifications - Knowledge, Skills and Abilities Required

- Must have a high school diploma and at least 3 years of college experience.
- Must have excellent program coordination, networking, and communication skills.
- Ability to multi-task and manage multiple activities concurrently.
- Have at least 1 year experience coordinating programs and working with diverse communities.
- Demonstrated knowledge and sensitivity to the cultures of Asian, Pacific Islander and other youth and their families.
- Must be comfortable working in a team environment.
- Ability to work evening, overtime, and weekends may be required.
- California Driver's License, proof of car insurance and reliable transportation to travel to conferences, meetings, and trainings.
- Verification of employment eligibility and Background Check.
- Regular attendance.

Non-Essential Qualifications - Knowledge, Skills and Abilities

- Bachelor's degree or higher or 4 years of community experience coordinating youth, education, or scholarship programs.
- Experience with coalition building and working with several community partners.
- Experience working for or with community based nonprofits.
- Experience working with Asian and Pacific Islander populations.
- Experience working with at-risk, high needs youth and young adults.
- Understanding of cultural issues and dynamics.
- Understanding of immigrant and refugee cultural issues and dynamics.
- Understanding of child and transitional age youth developmental issues.
- Prefer individual with flexibility and initiative.
- Ability to work independently.

Supervisory Responsibilities

This position does not require supervision of any paid staff. However, this position may entail supervision of volunteers.

Environmental Conditions (Working Conditions)

The environment for this position is an office environment (may include shared office space), and community (field) based settings. Driving in all weather conditions required.

Physical Requirements

In the course of performing this job, the incumbent typically spends time sitting, standing, walking, typing, filing, listening and speaking, driving, and light lifting.

Mental Requirements

The incumbent in this position must be able to accommodate to any/all of the following: tolerance for distractions and interruptions. Uncontrollable changes in priorities/work schedules; be able to process information, think, and conceptualize.

Application Process:

Application deadline: Two (2) positions available. Open until filled.

Please e-mail or fax a cover letter, resume and 2 professional references (past supervisors including e-mail address and phone number) to:
Ashley Cheri

E-mail: careers@ocapica.org

FAX: (714)636-8828

Please ensure that the email subject has the job title: FAFSA Program Support Coordinator

No Phone Calls Please

Agency Background:

The Orange County Asian and Pacific Islander Community Alliance (OCAPICA) are dedicated to enhancing the health, and social and economic well-being of Asians and Pacific Islanders in Orange County, California. Established in 1997, OCAPICA works to improve and expand the community's opportunities through service, education, advocacy, organizing and research. These community-driven activities seek to empower Asians and Pacific Islanders to define and control their lives and the future of their community. Special Service for Groups, Inc. (SSG) serves as the legal employer to this position

Special Service for Groups is an Equal Opportunity/Affirmative Action Employer