

**Strive For College Collaborative
Job Description**

Position Title: AmeriCorps*Vista Program Associate

Reports to: COO

Department: Operations

Date Prepared: November 22, 2011



General Description of duties:

Works closely with Strive Operations team members to ensure consistently high quality in the delivery of all programs by defining ways to enhance and extend the Strive promise to underserved high school students. Performs market research, develops reporting systems, maintains data bases and generates reports to be used in management decision making. Supports Director of Program Development and Regional Directors as needed.

Specific Responsibilities:

Capacity Building

- Analyze needs and make recommendations to help extend Strive programs and services to a larger number of underserved students
- Input the development and launch of programs designed to help create a college bound culture at elementary, middle and high schools
- Research other college access programs to define and enhance Strive's competitive advantage
- Identify potential high school partners
- Support Regional Director in high school recruitment efforts and by assisting with student presentations, parent presentations, follow-up visits and enrollment

Data Management and Evaluation

- Become the Strive for College Salesforce.com expert by optimizing our use of this software tool. This includes set-up, input and report distribution, etc.,
- Track results and impact of the Strive mentoring program
- Assist organization with basic accounting tasks relative to donations, contributions and program spending

Chapter Development

- Assist in the recruitment of undergraduate student mentors
- Assist in the recruitment of high school student mentees

- Participate in the development and distribution promotional materials for Strive Chapters (e.g. t-shirts, flyers, poster, etc.) and help to ensure their use in achieving local chapter goals
- Track chapter goals and achievements to help ensure program satisfaction and annual renewal

Development Efforts

- Assist in the creation and distribution of Strive for College monthly newsletters
- Assist in the creation of Public Relations kit and monthly updates for University Chapters
- Help generate ideas for additional Strive program exposure in Chapter communities

Skills Required:

- Good communicator
- Ability to manage multiple priorities simultaneously
- Able to self-manage
- Demonstrated exceptional customer service focus
- Organized thinker, able to plan and execute assigned tasks
- Must be computer literate and proficient in MS Office or equivalent packages.
- Demonstrated interest in social causes and/or activities
- Knowledge of Salesforce.com would be especially helpful

Desired Qualifications:

Education:

College degree(s) in social service, education or related field. Proficiency in written and spoken Spanish is highly desirable.

Work or Academic Enrichment:

Interpersonal skill building, leadership training or experience, etc., from work positions or involvement in student organization/clubs.