



*Do you want to make a difference by supporting low-income high school students in San Francisco? **Apply to be an educational advisor** with JCYC! We are looking for a **full-time advisor** to guide and help middle school students achieve their educational goals. Gain valuable leadership and communication skills, network with diverse individuals, contribute to your community, lead a team of Tutors, and have fun by becoming an advisor. **Please see our job description below for more information. To apply, email your resume and cover letter to [applycollegeaccess@jcy.org](mailto:applycollegeaccess@jcy.org)***

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**Job Title:** Middle School Educational Advisor, JCYC Educational Talent Search (JCYC ETS)

**Position:** Full-time 40hrs/week, Non-Exempt position; some evenings & weekends

**Funding Source:** U.S. Department of Education (DOE); Continuation of position based on renewal of annual funding

**Tentative Start Date:** Open Until Filled

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**PROGRAM DESCRIPTION:** The ETS Program identifies, selects and assists low-income school youth, ages 11 and older who have the potential to be the first generation in their family to attend college. ETS supports middle and high school students to continue their education and graduate as well as encourages high school students and adults to enroll in 4-year institutions. ETS is committed to:

1. Creating supportive relationships with students and providing safe environments for students to grow personally and academically;
2. Providing academic and advising services at school sites and in the community;
3. Serving all students without regard to race, color, sex, sexual orientation, gender, religious creed, national origin, age and economic status;
4. Assisting and acting as resource to all who are interested in continuing their education;
5. Collaborating with the JCYC College Access Programs to sponsor events, develop staff training and assess our programs.

ETS is a college access program of Japanese Community Youth Council (JCYC). JCYC's mission is to cultivate and enrich the lives of children and youth from diverse, multicultural communities throughout San Francisco and beyond. For more information about ETS and JCYC please visit [www.jcyccollegeaccess.org](http://www.jcyccollegeaccess.org) or [www.jcyc.org](http://www.jcyc.org).

**JOB DESCRIPTION:** ETS is a TRiO project administered by the Department of Education (DOE). The Educational Advisor will be responsible for recruitment, identification, selection and counseling of participants at a San Francisco Unified School District (SFUSD) Middle School. These participants will fulfill the eligibility criteria as set by the U.S. DOE for all Talent Search Projects.

## **JOB RESPONSIBILITIES:**

### **Direct Service/Outreach:**

1. Recruit, identify and select participants according to the following eligibility guidelines:
  - a. Low-income according to the U.S. DOE income levels;
  - b. Have the potential to be first in their family to attend college;
  - c. Interested in pursuing programs of post-secondary education.
2. Assess and determine participants' educational needs and academic potential;
3. Provide educational advising to encourage participants to complete secondary school and enroll in postsecondary educational programs;
4. Provide academic, career, college information and personal development to program participants through presentations and workshops;
5. Coordinate field trips, career day and program activities as needed;
6. Assist participants in readmission and re-entry to middle and secondary schools.
7. Refer participants to appropriate social service and government agencies to enhance their ability to complete school.

### **Administrative:**

1. Maintain and complete participant files; collect all required first generation/low-income documentation and related educational materials;
2. Supervise tutorial services provided at school site;
3. Assist Senior Middle School Educational Advisor in the development and implementation of tutor training and services;
4. Assist with implementation and evaluation of project activities;
5. Provide support to middle school counseling staff and collaborate on events that compliment ETS program timeline. Staff participation in target school activities is subject to approval by Associate Director. Activities must not interfere with job responsibilities.

### **Other program participation:**

1. Provide assistance, support and resources for other JCYC College Access Programs and the High School ETS program;
2. Participate in ETS and/or JCYC meetings, activities, committees, conferences, retreats, etc., as appropriate;
3. Participate in advocacy initiatives prioritized by JCYC;
4. Perform related duties as needed.

### **Job Qualifications**

- Bachelor's Degree and one or more years working with youth
- Prefer individuals with similar background to target population – low-income and first in their families to attend college
- Experience with conducting presentations and activity planning
- Effective verbal and written communication skills
- Strong organizational and follow-through skills
- Computer Literate; Working proficiency of MS Word and Excel; Knowledgeable of using Power Point

### **Desired Qualifications**

- Experience with diverse student populations
- Bilingual preferred
- Knowledge of community activities, resources and programs for youth in San Mateo County
- Ability to work cooperatively with secondary school faculty and community agency personnel

### **How to Apply**

Applicants **MUST** submit ALL of the following: 1) Cover Letter and 2) Resume.

**Contact Email: [ApplyCollegeAccess@jcyc.org](mailto:ApplyCollegeAccess@jcyc.org)** Attn: Middle School Educational Advisor Position

Please no phone calls.

**PLEASE NOTE:** *Educational Talent Search, a college access program of JCYC, actively seeks to hire and promote individuals, recruit volunteers and provide services to individuals without regard to race, color, sex, sexual orientation, religious creed, national origin, age, marital or veteran status, or presence of non-job related conditions or disabilities. All employees of the JCYC participate in a criminal background investigation. Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.*