



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

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

Salary: \$40,000 + excellent benefits upon completion of 3 month introductory period

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

Tentative Start Date: August 1, 2021, virtual until the date is determined for in-person

PROGRAM DESCRIPTION: The JCYC ETS Program a TRiO project administered by the Department of Education (ED). The program's goal is to serve low-income school youth, ages 11 and older, who have the potential to be the first generation in their family to attend college. JCYC ETS supports middle and high school students to continue their education and graduate and encourages high school students and adults to enroll in 4-year institutions. ETS is a college access program of the Japanese Community Youth Council (JCYC). For more information about ETS and JCYC, please visit www.jcyccollegeaccess.org or www.jcyc.org.

JOB DESCRIPTION: The Educational Advisor will be responsible for recruitment, identification, selection, and counseling of participants virtually and/or in-person at a middle school in San Francisco Unified School District (SFUSD) or Jefferson Elementary School District (JESD) Middle School.

JOB RESPONSIBILITIES:

Direct Service/Outreach (virtual and/or in-person):

1. Recruit, identify, and select participants according to the following eligibility guidelines:
 - a. Students who are low-income according to the U.S. DOE income levels;
 - b. Students who have the potential to be first in their family to attend college;
 - c. Students who are interested in pursuing 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 and implement virtual and/or local and long-distance field trips (i.e., college campus and cultural field trips); virtual and/or in-person career day and program activities as needed;
6. Assist participants in applying for re-admission to secondary schools;
7. Refer participants to appropriate social service and government agencies;

Administrative (virtual and/or in-person):

1. Manage a caseload of 200-250 students; organize required program documents and data for each student into a complete file;

2. Supervise Tutors and tutorial services provided at school site and/or virtually;
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 complement the ETS program timeline. *Staff participation in target school activities is subject to approval by the Associate Director. Activities must not interfere with job responsibilities.*

Other Program Participation (virtual and/or in-person):

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 initiative 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 to target population – low-income and first in their families to attend college
- Strong organizational and follow-through skills. Attention to detail
- Experience with conducting presentations and activity planning
- Effective verbal and written communication skills
- Computer Literate; Working proficiency of MS Word and Excel; Knowledgeable of using PowerPoint, Zoom, and Google Applications.

Desired Qualifications

- Experience with diverse student populations
- Bilingual preferred
- Knowledge of community activities, resources, and programs for youth in San Francisco
- 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@jcy.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 employment-qualified applicants with arrest and conviction records.