Pinellas Education Foundation

Job Title: **College Success Coach - Take Stock in Children – Part -time**

Department: **Programs**

Reports To: **Director of Take Stock in Children**

Salary Status: Non-Exempt

About us: The Pinellas Education Foundation is dedicated to accelerating achievement for all students through the effective mobilization of resources, relationships and innovation. The Foundation has been in existence for 35 years and regularly achieves national recognition as a leading education foundation in the country. Some of our signature programs include Enterprise Village and Finance Park and Take Stock in Children, which are all initiatives that got their start in Pinellas County Schools and expanded through partnerships to statewide and international impact. Pivotal to our success is our commitment to equity, collaboration, and innovation. It is through the combination of a commitment to our vision and mission, an effective board, strong staff, and key community partners that the Foundation continues to thrive and maintain high levels of success.

Job Description: This is a part - time position (20-24 hours weekly), responsible for providing support to the TSIC Scholarship Program with all matters related to students in the program. This is a 12-month position working 100% of their time on TSIC. This position requires availability on some evenings and weekends.

Responsibilities:

- Assist students with all aspects of college readiness and preparation.
- Monitor & track students' academic performance, attendance and behavior.
- Identify potential problems and intervene when necessary to ensure student success. This may include direct intervention with students and/or parents, mentors, school employees (guidance counselors, teachers), etc.
- Monitor student/mentor session effectiveness and communicate with the mentor and Mentor Manager directly to resolve any issues.
- Complete assessments, student success plans, documentation, data entry, maintain files on students, etc.
- Assist Director in providing necessary reports for Take Stock in Children.
- Understand and utilize the TSIC STAR database as pertains to the TSIC records.
- Attend TSIC activities & events and assist with event planning and implementation.
- Work closely with school coordinators, college staff and other school personnel.
- Track all new student applications received for assigned schools. Communicate with families and school ambassadors on missing items.
- Maintain and update TSIC student files at the Foundation.
- Perform other duties as assigned by the TSIC Director.

Educational/Experience: Bachelor's degree preferred plus two years of experience working with the public or equivalent experience.

Skills: Strong interpersonal, organizational, and writing skills. Proficient in Microsoft Office software (Word, Excel, Access, Power Point), Windows, and Raiser's Edge. Courteous, professional, customer-friendly manner with callers/visitors. Accuracy in data entry and mail merges. Multi-tasking.

Physical Demands:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

Work Environment:

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

Disclaimer: The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notices.

Interested applicants may email **HR@pinellaseducation.org** a cover letter, resume and salary expectations. Please include the words, "**College Success Coach – Part - time**" in the subject line. No phone calls will be accepted.