



Pinellas Education Foundation

Job Title: College and Career Planning Center Manager

Department: Programs

Reports To: Reports to VP of Educational Impact at Pinellas Education Foundation AND Director, Strategic Planning and Policy at Pinellas County Schools

Salary Status: 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: The Manager will work with students and facilitate volunteers to work with students at centers to discover their strengths and interest, explore post-secondary options, prepare for tests, applications and transitions related to attending post-secondary education/training. The Manager will ensure daily operations of college planning centers. The manager is assigned to work with multiple schools.

Responsibilities:

- Recruit and train center volunteers, including maintaining volunteer security clearance;
- Manage and draft schedules for center volunteer participation, including finding volunteers for non-center events such as financial aid nights;
- Act as a liaison between school counselors, center volunteers and other relevant parties for Center business through various communication methods;
- Work closely with school-based and district center stakeholders to meet annual objectives;
- Implement school level events/activities/experiences in collaboration with school counseling staff, such as FAFSA completion events, Parent nights, Junior's College Night, Senior's College Night, and College Decision Day;
- Collaborate with and directly support district Elevating Excellence staff on summer seminars and college-going experiences.
- Coordinate scheduling all college and career preparedness school-based events with school personnel, calendar, and volunteers and other participants as needed;
- Responsible for school-based communications via newsletter, center updates, and volunteers;
- Track and report all expenses related to operating the center and supporting volunteers;
- Responsible for maintaining documentation of all students utilizing the center, and using data from center to track success;

- Manage the physical space(s) allocated for center(s), including school staff to acquire and maintain necessary equipment, furnishings, and other office/center supplies and décor and plan/implement set up of center;
- Work with district staff to develop, implement and document protocols and processes for center management including, but not limited to, student scheduling, volunteer clearance, center materials, equipment and resources to ensure site-based protocols allow for seamless center operation that support student outcomes;
- Build processes and capacity to manage the center without the daily support of a full-time Manager;
- Other duties as necessary to build the center's effectiveness and foster a college-going culture at the school

Educational/Experience: Bachelor's degree required. Working knowledge of higher education, and/or public school systems (preference given for experience with college admissions).

Skills: Detail-oriented; strong organizational skills. Excellent interpersonal and relationship-building skills. Strong communication skills, with an emphasis on listening skills. Excellent problem-solving, decision-making, and program coordination skills. Strong orientation toward detail and organizational abilities. Knowledge of Microsoft Office programs.

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) cover letter, resume and salary expectations. Please include the words, "College and Career Center Manager " in the subject line. No phone calls will be accepted.