

Program Coordinator of College Access and Success (Full-Time Position)

South Asian Youth Action (SAYA)

Organization Description:

South Asian Youth Action (SAYA) is a 501(c)3 youth development organization in New York City for students in elementary school through college. Our mission is to foster a strong sense of belonging in youth and provide them with tools to thrive academically, professionally and personally. Established in 1996, SAYA has grown into a \$3.9 million organization currently running programs at nine NYC schools, our community center in Elmhurst, Queens, and a library in Kensington, Brooklyn.

While South Asian-focused, SAYA is secular, inclusive and committed to connecting youth from all backgrounds to opportunities. According to U.S. Census survey data (from 2012 to 2014), there are now more than 56,000 South Asian youth between the ages of 5 and 17 years who live in New York City. Over twenty percent of them live below the federal poverty level—\$24,250 for a family of four. Many are first- or second-generation immigrants and face challenges that can hurt their chances to be academically successful, graduate high school and go to college. SAYA provides an accessible, safe and culturally affirming space for all youth and offers mentorship beyond the classroom so they confidently grow into engaged community members ready for college, career and personal success.

Our programs are supported by a variety of sources including several New York City Council Members, NYC Department of Education, NYC Department of Youth and Community Development, ExpandedED Schools, many foundations and numerous individual donors from various backgrounds.

Position Summary:

SAYA's Program Coordinator of College Access and Success will be integral to the delivery of college access efforts with all of our high school youth enrolled at SAYA. With a heavy focus at the Elmhurst Center and with programming at Brooklyn, the Program Coordinator will assist in implementation of the College Access Roadmap and SAYA's strategic vision of college guidance efforts. The Program Coordinator will work with colleagues to implement the College Success Roadmap that will be designed to support our recent alumni through their college careers. The Program Coordinator will be responsible for developing and implementing our alumni programming. Finally, the Program Coordinator will also provide support for the daily functions of both the Elmhurst and Brooklyn sites by participating in planning efforts around college trips, as well as other SAYA-wide initiatives. The Program Coordinator will also facilitate coed leadership sessions at the Brooklyn site.

Reports to: Program Manager of College Access

Responsibilities:

College Access:

- Co-facilitate leadership sessions and serve as college access advisor.
- Facilitate workshops for youth and families on college access programming at the Elmhurst and Brooklyn Centers as well as satellite high schools.
- Collaborate on curriculum planning and lesson plan development with colleagues.
- Assist with the coordination of the SAYA College Access Mentoring Program.
- Meet with youth individually and in small groups to provide college advisement and support.
- Track, maintain, and follow up on students' progress.
- Connect youth to public and private sources of financial aid and scholarships.
- Maintain and update scholarship resources and share with colleagues and participants.

- Maintain and develop relationships with college admissions counselors and offices.
- Organize college trips and other agency-wide trips.

College Success

- Develop curriculum and schedule alumni engagement workshops and events.
- Prepare all materials for workshops and share resources with alumni not in attendance.
- Facilitate workshops and communicate with alumni via phone, text, email and in-person.
- Visit NYC college campuses and facilitate on-campus cohorts of SAYA alumni to form peer support networks.
- Disseminate resources, such as available internships, jobs and scholarships, to SAYA alumni network.
- Assist with maintenance of the alumni database, and identify and disseminate information on relevant resources to support their academic and professional careers.
- Guide and advise students around best practices to help ensure their academic success and fulfillment.
- Provide internship and career advisement and resources.
- Perform other duties as assigned.

Qualifications:

- Bachelor's degree required and at least one to three years of experience working in youth development.
- Deep understanding of positive youth development, education learning standards and issues facing immigrant and first generation youth in the US.
- College guidance experience and strong knowledge of the college application, financial aid and scholarship process.
- Ability to research and develop opportunities for alumni.
- Ability to develop partnerships, work with and in teams.
- Takes initiative and has ability to problem solve.
- Energized by the idea and process of creating and implementing new initiatives;
- Strong writing and oral communication skills.
- Highly organized, detail oriented and trustworthy.
- Bilingual in a south Asian language a plus.

To Apply: Send cover letter with salary requirements, resume, and one writing sample to careers@saya.org. **Applications submitted without writing samples will not be considered.** No phone calls please. Only candidates considered for an interview will be contacted.

Position available immediately.

SAYA is an Equal Opportunity Employer.

This is a full-time position and salary will be based on industry standards and the candidate's experience and qualifications. SAYA currently offers a 100% employer sponsored health insurance plan and elective dental and vision insurance plans at the employee's cost; 10 SAYA holidays; 25 Paid Time Off days; ability to occasionally work from home; and flexible office hours if agreed upon in advance.