

The Gloria J. Taylor Foundation

TRIO Educational Counselor Position

The Gloria J. Taylor Foundation is looking for energetic, motivated, and service minded individuals to work in our TRIO programs.

This position is subject to grant funding.

Work Schedule

Minimum 40 hours per week. Schedule to be arranged, but typically, Monday-Friday from 8:30 am - 5:00 pm some nights, weekend work WILL BE required. Will be required to work at least 1 Saturday per month and overnight travel on college tours. This is an EXEMPT position with various work times and hours

Department Summary: TRIO Upward Bound and Educational Talent Search are educational program funded by the U.S. Department of Education. Educational Talent Search designed to help middle and high school students to continue to the next grade level, graduate from high school, and enroll in and complete a college education. The TRIO Educational Talent Search Program at GJTF serves 500 students from target schools in the Southland. Upward Bound serves students in 9th-12th grade with post-secondary attainment.

Duties:

Under minimal supervision of the TRIO Director, the Educational Counselor will work independently to:

Assist with outreach, recruitment, and identification of eligible participants

Serves as liaison between Program, target schools, and community agencies

Develops Individual Academic Plan (IAP) for each student

Counsel and assist program participants in middle school and high school graduation requirements, college financial aid requirements and college admission

Develop and facilitate the career development, self-development, and college placement classes and/or workshops

Coordinate and develop progress reports on students' academic advising sessions and monitors academic progress

Provide guidance to Student Tutor/Mentor

Act as point of contact and liaison between foster care/homeless participants and foster care/homeless resources and target school personnel.

Assess and monitor rigorous secondary school program of study (APR requirements) for assigned target high school participants

Support and assist participants in completing and submitting postsecondary admissions and financial aid applications

Provide assigned target school participants with information and guidance on financial and economic literacy

Collaborate with TRIO staff to support the transition of middle school participants to high school

Assist with collecting and entry of data for the Annual Performance Report, including collection, accuracy and verification of participants' academic data

Support Program Director and Assistant Director in maintaining Program records in compliance

Develop, coordinate and implement other program related projects as assigned.

Assist with planning and attending college tours, career and cultural excursions, weekend activities

Create and develop workshops for participants

May be asked to assist with Crete Access Granted Students and TRIO Upward Bound participants

Perform all other duties as assigned.

Minimum Qualifications

Education: Applicants must have a bachelor's degree

Experience: A minimum of one year of professional experience.

Other:

Bilingual/Spanish preferred.

Applicants must have strong interpersonal, oral and written communication skills.

Applicants must demonstrate proficiency in Microsoft Word, Excel, Outlook, and PowerPoint.

Applicants must possess the ability to handle confidential and sensitive information, along with the ability to work cooperatively with a diverse group of people, exercise sound judgement, determine priorities, complete assigned projects in a timely manner and work well under tight deadlines.

Strong preference will be given to candidates that have received TRiO-specific training, such as the trainings sponsored by the U.S. Department of Education.

Strong preference will be given to candidates who have succeeded in overcoming barriers similar to those confronting the project's target population.

Company Description

The Gloria J. Taylor Foundation (GJTF) mission is: “Preparing our Future for the Future” The philosophy behind this foundation is: “Rooted in community pride and educational success, The Gloria J. Taylor Foundation provides our communities with a nurturing environment that serves to foster a determined spirit that lives beyond a dream, through collective efforts, we inspire our neighbors with the responsibility of building safe and positive communities. We empower the voices of our children and harness the wisdom of our past to reach our common goal of a bright future.”

Send resumes to info@gjtf.org closing date 10/31/2022

EQUAL OPPORTUNITY EMPLOYER

The Gloria J. Taylor Foundation (GJTF) is committed to a diverse workforce and affirmative action and is an equal opportunity employer. GJTF maintains and promotes a policy of non-discrimination and non-harassment on the basis of race, sex, gender, color, age, religion, national origin, ancestry, marital status, sexual orientation, physical or mental disability, pregnancy, medical condition, or genetic characteristics.