

## KIDWORKS COMMUNITY DEVELOPMENT CORPORATION

### Job Opportunity: College and Career Director

Job Title: College and Career Director  
Department: Programs - College and Career  
Reports To: Sr. Director of Programs  
Classification: Exempt / Full-Time  
Annual Salary: \$32 - \$34 / hour  
Benefits: Health Benefits (medical, dental, vision), Life Insurance, 401(k) Plan w/employer match, Vacation Accrual, Paid Sick Time, and Paid Holidays.

#### ORGANIZATION

KidWorks, a well-respected community development organization located in central Santa Ana, exists to unleash youth potential. KidWorks serves over 800 children, youth, and parents every week through preschool, after-school tutoring and enrichment, leadership development, and community engagement and advocacy. To learn more visit <http://www.kidworksoc.org/ourstory/>.

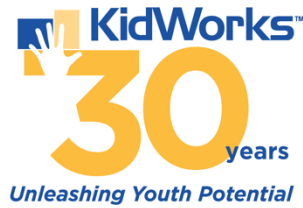
#### POSITION SUMMARY

Reporting to the Senior Director of Programs, the College & Career Director is responsible for designing, developing, implementing, and evaluating college and career programs at KidWorks. These programs, primarily serving first generation college students, have the objective of preparing students for a successful college or vocational enrollment and success in the workplace. Responsibilities include managing college and career staff (currently two: a coordinator and a program assistant), overseeing College and Career programming, related partners, and program goals and outcomes.

#### ROLES AND RESPONSIBILITIES

##### Program Design and Implementation

- Manage and coordinate overall aspects of College and Career Program and department staff.
- Maintain a college and career awareness culture that supports our preschool to college graduation efforts.
- Ensure successful implementation of College Apps Academy at KidWorks and partner agencies.
- Ensure students and families are provided information about career opportunities as well as college admissions processes, financial aid, scholarship opportunities and applications.



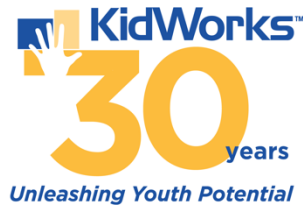
- Maintain strong communication with parents, in particular of college bound seniors; partner with Family and Community Engagement staff.
- Ensure students receive one-on-one and group career and college readiness classes/counseling.
- Plan for and provide targeted referrals to support services, campus visits, job postings, internships, resources, and information to College Cohort Students.
- Oversee and support mentoring program for high school seniors to early college students.
- Serve as an internal consultant to After School program staff in academic and college readiness program design and readiness continuum.
- Develop and implement a summer transition plan for graduating seniors.
- Manage a community college transfer support plan for cohort students.
- Develop, collaborate and network with career (vocational) training programs and associations to better support all KidWorks graduates.
- Coordinate Student Alumni Network communications and activities.
- Develop and manage department budget working closely with supervisor and Senior Director of Finance.
- Partner with Philanthropy Team to identify donor and corporate engagement opportunities, program needs, grant reporting and student highlights.

#### Program Evaluation

- Stay informed about the current and future trends related to college graduation and career training.
- Design and oversee the implementation of activities and resources (mentoring, campus involvement, internships, etc.) to increase college retention and achieve college cohort graduation goals.
- Ensure that program design, implementation, and development of community partnerships lead to annual goals, activities, and outcomes.
- Create and manage data tracking tools for internal evaluation and quality improvement, including but not limited to surveys, KidTrax database, and case management.
- Support and report progress on measurable program evaluation goals, indicators, and activities in a timely manner.

#### Communication and Engagement

- Build organization awareness through community presentations, speaking engagements, and community task force participation, as appropriate.
- Create a sense of community by exemplifying and communicating KidWorks vision, mission, and values.
- Serve as active member of Program Leadership Team, under the Senior Director of Programs.
- Performs other related duties as assigned.



## CANDIDATE PROFILE

The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform the job successfully.

## EDUCATION/EXPERIENCE

- Bachelor's degree (B.A.) from four-year college or university.
- Two to four year experience in an equivalent or related position working with youth/college students.
- Previous staff supervision experience a plus.

## SKILLS/REQUIREMENTS

- Bilingual English/Spanish.
- Excellent writing, communications and interpersonal skills.
- Strong planning, organization, time management skills.
- Strong interpersonal skills, cultural humility, and cross-cultural communication skills across various demographic audiences
- Detail-oriented with the ability to work under pressure, prioritize competing demands, and meet deadlines.
- Knowledge and awareness of the first generation college student experience.
- Exhibit resourcefulness in meeting goals.
- Proficient in Microsoft Office Suite (Outlook, Excel, Word, PowerPoint, Publisher).
- Valid drivers' license and willing to drive students in a company van on occasion.
- Covid-19 completed vaccination series.

## APPLICATION PROCESS

To apply for this position, email [hr@kidworksoc.org](mailto:hr@kidworksoc.org) and include both a cover letter and resume. Please write "College and Career Director" in the subject line. Both attachments must be received; incomplete applications will not be considered. Please forward electronic submissions only. No phone calls please. Only principal, qualified candidates that follow the application process will receive a response.

*KidWorks is an equal opportunity employer.*