



**COLLEGE CORNER LEAD**

<b>Reports to:</b> Program Manager	<b>Pay:</b> \$40,000 - \$50,000 (100% FTE) \$19.23- \$24.04 per hour	<b>Employees to be supervised:</b> 3 Part-time Staff
		<b>Status:</b> Salary Non-Exempt, Full-Time
<b>Location:</b> Canoga Park, CA <b>and/or</b> Van Nuys, CA		<b>Work Hours:</b> 8AM - 5PM, Monday - Friday Some evenings and weekends required.

At NEW, we spark economic mobility. Using our transformative approach we connect people, communities, and families to their own sense of power and resiliency. We implement a holistic approach in all we do by addressing families' basic needs. From finding a stable and safe place to live, to supporting more ambitious plans like purchasing a home or starting a business.

As an organization we respect and honor all families, communities and cultures. We encourage innovation and “thinking outside the box”, and we expect all employees to connect, create, and celebrate by being authentic, bold, engaged and transformational.

**Position Summary:**

The College Corner Lead coordinates all youth services provided within the FamilySource Program at NEW’s Economic Mobility Centers and provides youth case management to participating Middle School and High School students. Responsible for providing excellent client service and collaborative leadership in coordination with subcontracted partnering agencies, the CCL will be responsible for fostering both formal and informal partnerships, training and monitoring services for quality assurance, and supervising a team of part-time college corner staff members. The CCL monitors performance and ensures the FamilySource Centers meet and exceed the identified youth economic mobility and academic achievement outcomes. All New Economics for Women staff must understand the organization's purpose, vision and objectives, be knowledgeable of services and resources, and engage in the following activities: outreach, intake/assessments, referrals, and customer follow up. As an ambassador for the organization, this person is also responsible for actively supporting the overall mission and vision of NEW.

**Duties and Responsibilities:**

- Youth Case Management Services - Conduct comprehensive assessments, goal-oriented service plans, and case notes for each participant in youth case management, promoting active participation in the achievement of identified goals through authentic and encouraging relationships
- Coordinate all youth activities and services within the FamilySource Program.
- Supervise 3 College Corner Staff, monitoring tutoring/mentoring caseloads and performance goals on a weekly basis.
- Promote FSC Youth services within schools, community centers, non-profit organizations, libraries, etc.
- Act as the liaison for youth subcontractors and the services that are provided to youth within the FamilySource Program and Economic Mobility Center.
- Monitor the performance of academic achievement service providers for middle and high school student participants subcontracted with the FSC.
- Assist in the development of action plans for underperforming academic achievement service providers.
- Monitor the progress of established goals, milestones, benchmarks and outcomes.
- Research and secure resources for children, youth and parents
- Submit monthly success stories.
- Ensure the entry of all academic achievement services in data management software



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- Provide documentation of outcomes obtained to Program Manager
- Submit receipts to Manager and Bookkeeping.
- Participate in FSC staff meetings, FSC partner/service provider meetings, (NEW) organization-wide meetings, etc
- Work closely with LAUSD PSA to achieve Program goals
- Assist the FamilySource Centers with general duties such as, front desk coverage, walk-ins, etc. when necessary
- Perform other duties as assigned by Supervisor

### Qualifications and Experience:

- Bachelor of Arts in Education or a Social Science.
- Minimum of 2 years of case management experience
- Minimum of 3 years of experience in community programming, social/human services, or the public school system
- Experience working with children and youth, youth academic enrichment and family support programs
- Experience working with community partnerships and collaborations.
- Strong verbal and written communication skills.
- Organized and detail oriented
- Demonstrated ability to work effectively as a team member.
- Experience working with individuals of diverse ethnic backgrounds.
- Must be computer literate in word processing and spreadsheet software.
- Experience with Windows, Microsoft Word, Excel, Power Point and Publisher.

### Additional Requirements:

- Must have a valid California Driver's License, Liability Insurance, and an automobile in good working condition
- Fingerprinting and TB Clearance
- CPR/First Aid Certification is a plus
- Flexible with working hours, including evenings and weekends
- Must be Fluent in Spanish

Apply via e-mail or website only

Submit your resume with a cover letter:

**Via Website:** <https://neweconomicsforwomen.org/our-job-openings/>

**Via E-mail to** [hr@neworg.us](mailto:hr@neworg.us)

*(Please ensure to include the position you are applying for on the subject of your e-mail)*

For additional information you may contact Human Resources:

303 S Loma Drive, Los Angeles, CA 90017 | (213) 483-2060 Ext-311

E-mail [hr@neworg.us](mailto:hr@neworg.us)

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