

SERVICE DESCRIPTIONS

College Possible is now accepting applications for AmeriCorps service members.
LOCATIONS: Chicago, Milwaukee, Minnesota, Omaha, Philadelphia and Portland



COLLEGE POSSIBLE is a 501(c)(3) nonprofit making college admission and success possible for low-income students through an intensive curriculum of coaching and support. Our services include (1) academic support through ACT/SAT test preparation; (2) college application assistance; (3) financial aid consulting; (4) guidance in the college transition; and (5) support toward college degree completion. College Possible utilizes full-time AmeriCorps State, National and VISTA members. All three programs are civilian service programs targeting community needs in the United States.



POSITION SUMMARIES *(more positions on back)*



COACHING

Serve in a direct capacity providing guidance and support to a group of high school or college students.

+ AmeriCorps High School Coach

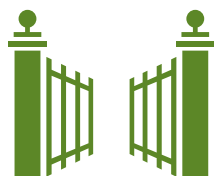
Serve as a College Possible coach in a high school. Support juniors by providing ACT/SAT test preparation and work with students on an individual basis providing subject specific assistance. Guide seniors as they complete the college application process including: essay writing, applications for admission, scholarships, and the FAFSA. Reports to Program Team.

+ CollegePoint Coach

Support a group of high-achieving, lower-income high school students across the country as a part of the CollegePoint initiative. Utilize technology to provide personalized information and resources to students surrounding such topics as creating a college list, writing a college essay, and accessing financial aid and scholarships. Develop relationships with students as you coach them through the emotional and social transition of attending a top-performing college. Assist in planning and implementing workshops for high-achieving College Possible students at your site.

+ College Coach

Serve as a coach for College Possible student alumni as they transition from high school into college. Maintain communication and offer services to alums in college either from a college campus or College Possible Headquarters. Help link students to student services already available on campus, and plan on- and off-campus events for alums. Reports to Program Team.



**COLLEGE
POSSIBLE™**
Open a world of opportunity





COMMUNITY PARTNERSHIPS & PROGRAM ENRICHMENT

Coordinate with outside organizations to create additional opportunities for students.

+ Community Partnerships AmeriCorps Member

Support College Possible's programming by building and supporting partnerships to serve 1 students. This may include organizing College Prep Talks, college planning workshops for middle and early high school students; conceiving and organizing two program-wide community service days for College Possible students; organizing four practice ACT exams for high school juniors; organizing campus visits to College Possible Explore partner colleges; coordinating support services to College Possible Bridge partner colleges; and working with Leadership Team members to develop new partnerships for the site. In addition, this person will organize the annual Launch celebration to be held at a College Possible Connects campus; serve as lead substitute for coaches; and support summer bridge programming for students transitioning from first to second year of college and supporting summer bridge programming for high school seniors. Research policies, timelines, and resources specific to your site for partners such as high schools, colleges, scholarships, summer programs, etc.

REQUIRED SKILLS

College degree required. Ideal candidates will have demonstrated leadership skills, a high level of achievement in academics, employment and/or other pursuits, and a commitment to the mission of College Possible. Candidates of all academic majors are welcome to apply. 10 to 12 month commitment, depending on position, beginning in August 2017 is required.

COMPENSATION

Compensation includes a living allowance, health coverage and a \$5,775 Education Award that can be used to repay student loans or future education expenses. Student loans may be deferred.

TO APPLY

Our application is available at CollegePossible.org/Serve. Application materials include:

- 1) Resume
- 2) Application
- 3) Two reference forms
- 4) College transcript (unofficial is acceptable)

Equal Opportunity Employer. College Possible does not discriminate on the basis of race, color, national origin, disability, sex, sexual orientation, religion, age, disability, political affiliation, marital or parental status, military service, or religious, community, or social affiliates. Reasonable accommodations available for interviews and service upon request. This document can be made available in alternative formats if requested.

EXTERNAL RELATIONS & ORGANIZATIONAL EXPANSION

Serve in a behind-the-scenes capacity to help secure resources and assist the expansion of the organization.

+ Communications VISTA (Philadelphia & Chicago)

Serve on the external relations team by providing direct support in media relations, strategic communications, and marketing. Specific projects include: writing for newsletters, website, and news releases; graphic design projects; photography of coaches & students for publications; and website maintenance. Reports to External Relations Team.

+ Development VISTA (Philadelphia & Chicago)

Serve on external relations team by providing direct support on fundraising initiatives. Projects include: event planning, writing for grant proposals and letters; maintaining a grants calendar; conducting internet donor research, and soliciting in-kind donations from local businesses. Reports to External Relations Team.

+ Program & Curriculum VISTA (St. Paul only)

In coordination with the National Program Team, develop and assist in the implementation of updates, revisions and creation of content for the College Possible curriculum to be used by coaches when working with students. Build centralized resources for use by teams when implementing curriculum sessions. Create tools to support new pilot programs and initiatives across the organization.

+ VISTA Leader (St. Paul only)

Develop the National office's capacity to manage the VISTA program for efficiently and effectively. Collaborate with the AmeriCorps and VISTA Manager to support 10 VISTAs across the organization in five states. Increase the effectiveness and efficiency of VISTA recruitment and reporting practices. **Must have served at least one previous full term of national service as an AmeriCorps, VISTA or Peace Corps member.**

+ Strategic Plan VISTA (St. Paul only)

Support College Possible's new strategic direction by building tools and resources to establish relationships with new colleges through the College Possible Connects model. Develop communications and marketing materials to be used by program leadership to communicate the value of the Connects model to partner schools. Develop systems and processes that coaches will utilize to more effectively and efficiently serve program participants in the new expansion model, and create training resources for these materials.

+ Research & Evaluation VISTA (St. Paul only)

Update and manage systems that College Possible uses for collecting and managing the integrity of program evaluation data. Create and refine tracking tools that monitor student outcomes. Support internal and external evaluations of the program and create systems for monitoring program effectiveness and predict potential future challenges.

Visit CollegePossible.org/Serve to learn more and apply.
Email aprogram@CollegePossible.org with any questions