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Job Opportunity: College Access Fellow (summer, part-time)

General Information: *Partnership for the Future (PFF)* educates and inspires students of limited resources to pursue access to private sector networks and college opportunities so that they may become leaders and providers in our communities. PFF's mission equips high-achieving high school students for success in college and beyond.

The program begins after a student's freshman (9th grade) year in high school and continues for four summers and into college. Participating companies offer the student employment two summers after a successful school year and match the student's summer job savings for further education. Students' summer work experience is supplemented by weekly personal development workshops during the summer session.

Position Description: The College Access Fellow will primarily act as a "professional mentor" to an estimated 20 students in the program by maintaining close communication with those students, their parents, business mentors, and supervisors. The College Access Fellow also serves as an ambassador of his/her university and is encouraged to share his/her college experiences with Partnership participants. The College Access Fellow will be a current undergraduate student at a four-year institution or recent college graduate with an interest in the personal and professional development of young people from Metro Richmond.

Other qualifications include but are not limited to:

- excellent communication skills
- effective presentation/facilitation skills
- ability to relate to high school students
- flexible, creative, patient, sense of humor, team player

Primary Duties/Responsibilities:

- Rotate as assigned during PFF Hotline hours
- Facilitate Friday personal development workshops
- Meet with assigned students at their job site every other week
- Complete weekly reports regarding the progress of assigned students
- Assist volunteers during the summer
- Other duties as deemed necessary

Dates of Employment: June-August 2022 (Mandatory events: All Friday Sessions, 2-Day Staff Training in June & Summer Institute 4-Day Overnight Stay at Randolph Macon College June 27-June 30th)

Hours: ~20 hours/week

Salary: \$15/hour (plus gas stipend)

**Due to the amount of local travel during the summer session, candidates must have access to an automobile.*

To Apply: Send résumé and cover letter to tiffany.thomas@partnershipforthefuture.org no later than April 19, 2022.