



**Job Opportunity: Senior College Access Manager- Glen Allen, VA (Innsbrook)**

*Partnership for the Future (PFF)* is a college access and college success program primarily serving first generation, low to moderate income African American and students of color build generational wealth through educational equity. Our mission is to prepare high achieving high school students for success in college *and beyond*. Partnership for the Future serves nearly 500 high school and college students annually.

PFF offers our students year-round programming to include a seven-week paid summer work experience. High School participants must have and maintain a 3.0 GPA, attend or are zoned for one of our 17 partner high schools, and apply to our program their freshman year in high school. During the academic year, PFF students participate in college prep and personal development workshops, meet with PFF staff for individual mentoring, and attend college tours.

PFF is seeking a **Senior College Access Manager (CAM)** to lead our high school seniors enrolled in Partnership for the Future through the college admissions process. This position will report to the Senior Director of Programs and will oversee the Level 4 college access program, management of our GUIDES mentor program, co-manage partnerships with colleges and universities, guide students through financial aid award letter comparisons, and oversee our internal scholarship program. The Sr. CAM plays a vital role in our college access program and ensuring our students matriculate to highly selective and competitive colleges with low to no debt. The is a hybrid position and the hours are primarily between Monday-Friday 8:30-5:00 p.m. with occasional nights, weekends, and overnights required.

**Duties include:**

- Responsible for guiding 12<sup>th</sup> grade students through the college admissions process
- Assist with the management of our college partnerships
- Facilitate college access workshops and trainings for students and/or parents
- Serve as team lead on college admissions process and stay current with trends or changes in the college admissions process
- Ongoing management of the GUIDES Mentor program which includes student and mentor paring, reviewing monthly student and volunteer reports, tracking submission of scholarship applications, and facilitate volunteer trainings on the college admissions process
- Collaborate with PFF staff and volunteers on the planning and execution of College Signing Day/GUIDES Mentor Appreciation event and the Reaching for the Stars Closing Ceremony
- Provide technical assistance on the financial aid process including support with completing the FAFSA
- Ensure all required PFF assignments such as timely submission of college award letters are submitted in a timely manner
- Other Duties as assigned

**Qualifications:**

- Bachelor's degree from an accredited institution is required
- Two to three years of previous experience with high school or college students strongly preferred
- Experience working with first generation and students of color strongly preferred
- Database and project management experience is preferred
- High functionality of the Microsoft Office Suite is required
- Ability to communicate and write effectively

**Qualifications continued:**

- Ability to work independently, organize and prioritize work, and meet deadlines
- Must be able to develop and implement strategies to achieve program goals
- Reliable transportation and valid driver's license is required
- Strong organizational skills

**Ideal Candidate**

- Innovative thinking with a passion for serving students
- Excellent critical thinking skills and ability to analyze data/trends in college access and student engagement
- Strong interpersonal and customer service skills to ensure positive experiences for students, volunteers, and parents
- Ability to work in a fast-paced environment, solve problems, and meet deadlines
- Works well in a team environment as well as manage projects independently

**Benefits**

- Health, dental, and vision
- Life insurance
- 15 paid holidays (including one week between Christmas and the New Year's Day)
- Three weeks of paid time off accrued annually
- Hybrid work schedule

Minimum starting salary is \$46,000 per year. To apply please send an email with a resume and minimum salary requirements to [PFF@partnershipforthefuture.org](mailto:PFF@partnershipforthefuture.org). For more information about our organization please visit our website: <https://www.partnershipforthefuture.org/>