

**Educational Specialist, college preparation**

Unit: **Programs**

Department: **After-School Services**

Reports to: **Assistant Director, Academic Enrichment**

Classifications: **Exempt, F.T. (Administrative)**

Hours: **Tuesday – Saturday (12-8pm)**

**Essential Functions:**

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| **% Time** | **Role Description** |
| ***60%*** | ***Contractual Obligations*** |
|  | Provide direct college counseling services, individualized case management, and group advisement for youth in multiple processes, including college selection, applications, transferring, readmission, appealing admission decisions, FAFSA and scholarship applications, SAT and testing preparation, within Harvey Milk High School and The Hetrick-Martin Institute After-school program. 1. Facilitate, coordinate and develop a pipeline series of workshops for youth and their respective families regarding college readiness hot topics.
2. Work with youth from the HMI HSE Program on post HSE planning including application to post-secondary education and/or training programs, referral to job readiness programs, Financial Aid and scholarship opportunities.  Engage youth who obtain a high school diploma from the HMI HSE program in post-secondary education planning.
3. Collaborate with HMI internship coordinators to ensure that interested youth who work in a paid HMI internship have post-secondary education plans.
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| Develop, coordinate outreach for and facilitate agency-wide College Readiness programs for lesbian, gay, bisexual, transgender, questioning and ally youth between the ages of 13 and 24 and their families:1. Assist with coordination Hetrick-Martin Institute and Harvey Milk High School’s Annual LGBTQ Friendly College Fair.
2. Develop and coordinate college readiness after school programs, (i.e. Queering College Series) engaging and educating youth about LGBTQ issues on college campuses.
3. Develop and maintain institutional relationships with colleges and universities including but not limited to establishment of formal linkages between HMI and colleges and universities including visits to campuses, guest lectures, etc.
4. Assist with recruitment applicants for, manage and oversee The HMI College Scholarship, The Perry-Moore Hero Fund Award, and others identified through HMI, CUNY, and SUNY resources.
5. Implement social media outreach strategies, exposing and educating LGBTQ youth about college campus hot topics as it relates to gender and sexuality
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| ***20%*** | ***Programmatic Direct Service*** |
|  | Work closely with other HMI departments and staff to support ongoing programs and services 1. Work with other departments/units to develop collaborative mutually supportive program-wide services, supports, and opportunities for students and HMI youth members.
2. Assist in general supervision of youth during socialization, dinner, and other agency-wide events.
3. Work collaboratively with HMI/HMHS staff to ensure continuity of educational goals for students.
4. Ensure program design, recruitment, and supervision of young people, volunteers, and college interns participating in educational activities and workshops.
5. Support HMI Wednesday Classes with maintaining safety of students and ensuring they

 are in class  |
| ***20%*** | ***Administrative Duties*** |
|  | Track youth member enrollment/activities and contractual requirements, and prepare reports and paperwork requested as needed by agency or funders.1. Meet and exceed contractual requirements and maintain high standards in the delivery of services.
2. Maintenance of reporting documentation, including but not limited to sign in sheets; records of group summaries; and other data collection tasks required by agency funders and/or programs.
3. Develop and implement evaluation tools and resulting data to inform program creation and design.
4. Generate Pre- & Post- tests and other evaluative methods as needed to determine success of programming in achieving its purpose(s).
5. Maintain a data base tracking college application process amongst HMI/HMHS clientele
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**Knowledge, Skills and Abilities Required:**

1. Bachelor’s degree in education, counseling, or related human service field.
2. Minimum one year of experience in educational setting, especially working with college preparation and advisement.
3. Knowledge of lesbian, gay, bisexual and transgender youth issues as well as multicultural competence strongly preferred.
4. Possess the ability to engage and support youth of all different backgrounds, genders and sexual orientations
5. Content knowledge of college, FAFSA, SAT, and scholarship application process.
6. Strong assessment skills.