



Position Title: TRIO Upward Bound Academic Advisor

Classification: Full Time, Non- Exempt

Reports To: TRIO Upward Bound Program Manager

Pay Scale: \$46,500 - \$58,000

Location: Hollister, San Benito County

Youth Alliance is a multi-resource community based organization committed to providing quality, culturally and linguistically responsive services to youth and families in San Benito and Santa Clara Counties. The TRIO Upward Bound Director provides direct supervision to program implementation and development. Provide direct program services to TRIO Upward Bound participants. Services include those related to increasing the likelihood of participants achieving academic success, remaining in high school, and enrolling in an institution of higher education upon graduation. The Youth Alliance TRIO Upward Bound program is funded through a grant from the U.S. Department of Education to serve eligible participants at Hollister High School (formerly San Benito High School). Position is based in the Hollister office in San Benito County.

Principal Working Relationships:

TRIO Upward Bound Project Advisors, TRIO Upward Bound Instructors, TRIO Upward Bound Program Participants, Peer Tutors, High School Principals, Counselors, Teachers, Faculty and Staff, TRIO Upward Bound Parents of Participants

Major Responsibilities include, but are not limited to, the following:

- Assist in the planning and implementation, supervising, and evaluating project activities.
- Establish and maintain effective communication with all staff, students, parents, and partners.
- Develop and conduct individual and small group counseling services and academic, career, college and financial workshops for program participants and their families.
- Participate in the recruitment process by interviewing, evaluating, and selecting eligible participants.
- Work closely with the Program Manager to recruit, hire, supervise and evaluate UB tutors/mentors.
- Organize social, cultural, and recreational activities and field trips during the summer and academic year, including college visits and senior retreats.
- Provide residential support during a six-week residential summer program.
- In conjunction with the Program Manager and instructors, plan the summer curriculum.
- Consult with participants, high school teachers, and UB liaison monitor participants' progress.

- Maintain appropriate records to ensure compliance with grant regulations and reporting requirements, and to facilitate program evaluation.
- Contribute and assist with the preparation and submission of Annual Performance Reports to the U.S. Department of Education and other reports required by the school district and/or Hollister Youth Alliance.
- Provide Program Manager regular oral and written progress reports.
- Serve as liaison to the campus target schools, community agencies, and general public.

Other functions:

- Promote and maintain an atmosphere of excellent internal and external customer service within the program and campus community.
- Attend workshops, conferences, and advisory meetings as needed.
- Perform other duties as assigned.

Minimum Necessary Skills, Experience, and Educational Background

- Bachelors' degree required in Education, Social Sciences, Social Work, or an appropriate field related to program objectives.
- Experience working with low-income, first-generation college bound students; experience working with high school students from diverse backgrounds.
- Experience providing workshops and educational activities to large and diverse groups.
- Experience in administration of programs involving study skills, financial aid, college admissions and career exploration.
- Professional or personal experience in overcoming barriers similar to those facing project participants.
- Proficient in computer programs and related technology needed for the successful implementation of program processes and recordkeeping.
- Must be able to perform duties in an effective and ethical manner to assure that the objectives of the project are met within guidelines of legislation, regulations and commitments as stated in the grant.
- Skills must include the ability to communicate effectively with persons of diverse backgrounds, and knowledge of the target area including target population, community agencies and organizations, target schools, and postsecondary institutions.
- Must have an understanding of the issues faced by low-income, first-generation students, and background overcoming barriers similar to those of the students served by the program.
- Must hold a valid driver's license.
- Spanish proficiency preferred.

Physical Requirements to Perform Job Function:

- Basic dexterity skills (computer work, telephoning, and other office equipment).
- General physical effort required includes sitting, bending, reaching, and some lifting (30lbs or less)
- Operation of a motor vehicle as required for travel to position responsibilities.

This is a security sensitive position that will require a background check as a pre-employment qualifier.

This is a grant-funded position.

Benefits:

- Healthcare insurance options, dental, vision, retirement, life insurance policy, FSA (flexible spending account) and more!
- 11+ PTO Days
- 12 Holiday Days
- YA provides 2 additional "rejuvenation days" in December
- Professional Development Assistance
- Chiropractic Care
- Employee Assistance Program
- Yearly Staff Retreat/Team Building, Staff Appreciation events, and other YA Events.
- Customize your Work Schedule (dependent on supervisor approval based on positional and departmental needs)
- Opportunity for Employee Referral Bonuses
- Mileage Reimbursement.
- Opportunities for growth and further training
- Family oriented environment
- Work, Life Balance focused

TO APPLY

Please send your resume, cover letter, and references to careers@youthall.org.

For questions, call Lorena Villagomez at our Hollister office 831.636.2853 or directly at 831.265.1243.

Youth Alliance is a 501(c)(3) nonprofit organization that provides innovative and culturally relevant services that strengthen and enrich youth, families, and the community. Youth Alliance has served San Benito County since 1995. Youth Alliance believes long-term community wellness is best done in partnership with youth, families, and stakeholders. YA utilizes a relationship based outreach model within a framework of positive youth development, family, and personal healing, and social equity to engage, empower, and coalesce resources.

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www.youthall.org | www.facebook.com/youthall | www.twitter.com/youth4alliance

Youth Alliance is an Equal Opportunity Employer