

## **Take Stock in Children Program Assistant and Database Specialist**

### **Organization Description:**

The Education Foundation of Alachua County is a 501(c)3 organization located in Gainesville, FL our mission is to invest in the future of Alachua County Public School Students. The Education Foundation works closely with the Alachua County Public School district to create programming, which meets the needs of students and teachers in Alachua County.

This position will work specifically for The Education Foundation of Alachua County's Take Stock in Children program, which has a mission to break the cycle of poverty for low-income, academically qualified students by providing them with opportunities for a postsecondary education. Comprehensive services include direct student support assistance and college and career success coaching for youth across Florida. Students are recruited in middle and early high school and sign a contract to receive comprehensive support through graduation. They benefit from weekly meetings with a volunteer adult mentor, professional college success and career coaching, and promise to remain drug and crime free and maintain high attendance and grades. In exchange, students receive a postsecondary scholarship to mitigate the financial barrier to higher education.

### **The Position:**

The Program Assistant and Database Specialist will provide administrative assistants for Take Stock in Children. This position will work directly with students beginning with the student recruitment and selection process and with the implementation of college readiness programming and events. This person is responsible for student recruitment and application processing. This person will also be responsible for entering, quality checking, and maintaining data on students, mentors, alumni, scholarships and other required data for the Take Stock in Children program. This person will assist the directors of The Education Foundation on all student related needs and database reporting items.

### **Responsibilities:**

The Program Assistant and Database Specialist will:

- Manage the new student recruitment and selection and onboarding process including contract signing events for the Take Stock in Children program
- Form and maintain partnerships with other organizations to expand and enhance services for current scholars and recruiting new students.
- Assist the Mentor Coordinator with creating and implementing a strategy to recruit, train, and match volunteer mentors to students. New students must be matched with-in 30-days of contract signing.
- Assist with workshop events for students on a variety of college readiness topics including the FAFSA and financial aid process, ACT/SAT preparation, college applications, etc.
- Assist with the delivery of the overall program and its activities and calendar of events in accordance with the mission and goals of TEFAC and TSIC, including student workshops, field trips, etc.
- Contribute to development of program trainings, goals and measurement criteria.
- Gather information necessary to perform preliminary diagnosis and identify gaps in the operating model.
- Help create workshops that provide key strategies and approaches that build college readiness in students.
- Collaborate with the other Take Stock in Children staff members to plan program activities aligned with the Take Stock model and grant requirements.
- Communicate with schools and district staff to ensure consistent service delivery.
- Document and report on key performance indicators, including student data, volunteer mentor participation, and college and career readiness to ensure all state requirements are followed and reports submitted in addition to sharing knowledge with team through participation in seminars, conference calls, surveys, from Take Stock state office and Florida Prepaid, etc.
- Serve as an in-house resource for mentors, parents, students, and community members when they request information about the program and scholarship opportunities for low-income students.
- Help plan Leadership Council Meetings schedule, set agendas, priority actions, and leadership tasks.
- Represent the Education Foundation and Take Stock in Children at community events and prepare presentations as needed.
- Input and update all required data on local students, mentors, alumni, and events
- Assist with mailings, newsletters, thank you and various administrative duties

**Core Qualifications:**

- Postsecondary degree required.
- Minimum 2 years Administrative Duties
- Passion for helping break the cycle of poverty through higher education.
- Ability to build supportive relationships with at-risk youth.
- Strong communication skills and a professional demeanor with students, parents and staff, both in person and over the phone.
- Strong computer skills Microsoft Office Word, Excel and Google Docs
- Ability to work on multiple tasks
- Organized and self-motivated with ability to meet deadlines in a face-paced environment
- Embody a strong connection to Take Stock in Children's mission and value along with a desire to serve and work with diverse populations, especially disadvantaged youth.
- Ability to attend functions in the evening and on weekends as required.
- Have access to adequate transportation to attend off-site meetings and functions on a regular basis.

**Employment Eligibility:**

- All offers of employment at Take Stock in Children are contingent upon clear results of a thorough background check as required by federal, state, and local agencies.
- Work Environment: Employees work in classroom, office and school environments and engage in occasional travel to monthly trainings and service activities. The employee is frequently required to stand and sit for extended periods.
- Proof of employment eligibility as required by law.
- Proof of any diplomas or degrees indicated as a core qualification.
- Registered sex offenders (or anyone required to register) or individuals convicted of a felony crime are prohibited from employment with Take Stock in Children.

As an equal opportunity employer, The Education Foundation of Alachua County and Take Stock in Children hire without consideration to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, veteran status, disability, or any other category protected by applicable law.

**Supervisor:** Take Stock in Children Program Director

**Compensation:** \$18.50 per hour

**Anyone who is interested should send their cover letter and resume to Sean Johnson at [FNDjohnsonsr@gm.sbac.edu](mailto:FNDjohnsonsr@gm.sbac.edu)**