



La VIDA, Inc. (Jn 10:10)

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The Board of Directors of La Vida is conducting a search for an experienced professional to direct La Vida's college preparatory programs.

Title

College Preparatory Coordinator

Program Description

La Vida Scholars (LVS)

In 2007 La Vida, a faith-based organization based in Lynn, MA, created the La Vida Scholars (LVS) program to provide a path to college for Latino honor roll students. Fifteen high school sophomores were selected through a competitive application process to participate in a college preparatory program. Currently there are two cohorts of 15 students each (10th and 11th graders) with each cohort meeting twice a week for three hours a day. A third cohort is about to be selected which will bring the program to full capacity with up to 50 students (grades 10-12). Each grade's weekly schedule for 10th and 11th graders is two days per week while 12th graders attend open office hours for one-to-one advising.

La Vida Youth Enrichment Services (YES)

YES students encompass 6th - 10th graders from seven of Lynn's middle and high schools. Since 1998 students have come to La Vida on an open enrollment basis for supervised homework, remedial instruction, and tutoring in English, Math, and ESL. A college preparatory module needs to be implemented to extend the program through the 12th grade. The YES college prep module is one day per week for one hour plus one day for community service activities.

Common Components of LVS and YES

Family involvement plays an important role to the success of the program. Therefore, La Vida's family-centered approach includes parents as Advisory Board members to set program policy. Participation in parent meetings is required. In addition, the families are challenged to make monthly deposits into a college savings fund to be matched by La Vida.

Funding for the program comes from private donations to La Vida. An application is in process to complement this funding with public funding under the Individual Development Account (IDA) program.

Programmatic activities include:

- Completing college and scholarship applications
- Visiting colleges
- Talks by college admission staff as well as successful Lynn citizens
- SAT and MCAS classes
- Counseling
- Receiving instructional support in maintaining high grades
- Tutoring their peers

"I came that they may have life, and have it more abundantly"
"He venido para que tengan vida, y la tengan en abundancia"
(Jn 10:10)

Job Duties

The College Preparatory Coordinator is responsible for managing LVS and the college preparatory module of YES. Joint LVS and Scholars college prep activities address common interests for both groups. This is a full-time position with mornings dedicated to class preparation and administration and afternoons to teaching and oversight. The Coordinator works closely with students to encourage and mentor them in committing themselves to attend college while challenging them to find a college that best fits their needs. In addition, our family-centered approach requires regular contact with parents to increase their involvement to ensure their child's success in the program, which includes maintenance of the monthly educational savings deposits.

A list of duties for each program includes, but is not limited to:

La Vida Scholars (LVS)

- Create and adhere to program work plan
- Recruit 10th grade students each year in a competitive selection process
- Prepare Scholars for college through academic and social/emotional support
- Assist students in maintaining honor roll status by providing tutoring
- Arrange classes for MCAS and SAT instructors to prepare students
- Oversee selection and completion of college and financial aid applications for each student
- Research and distribute information about available college scholarship for Scholars
- Maintain accurate and timely records of students' and program progress
- Manage the La Vida Scholars Advisory Board which sets policy for the program
- Coordinate visits at colleges
- Supervise LVS Assistant Coordinator

Youth Enrichment Services (YES)

- Adapt the LVS college prep module for the YES program
- Prepare and deliver the sequence of lessons to YES students
- Train, mentor and supervise YES instructors and tutors
- Manage the college preparatory module
- Conduct program assessment
- Serve as liaison to YES Advisory Board
- Network with staff of other comparable afterschool programs

In addition, the Coordinator works with the Executive Director of La Vida to raise funding for the program and to administer the college savings program.

Supervision

The Coordinator reports to the Executive Director and works closely with all La Vida staff.

Qualifications

- Bachelor’s degree in education, social work or related field.
- College prep experience with knowledge of all types of college opportunities.
- Professional experience as a teacher, manager, or a fundraiser.
- Bilingual in Spanish required.
- Experience working with Latino youth preferred.
- Ability to multi-task and organize.
- Good oral and written communication skills.
- Willingness to work in a faith-based (Catholic) organization.
- Proficiency with Microsoft Office – Word, Excel, and PowerPoint.
- Willing to complete CORI check.

Application Procedures

Please send cover letter and resume via:

POSTAL MAIL

(OR)

EMAIL

College Prep Coordinator Search
La Vida, Inc.
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Lynn, MA 01902

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Compensation is commensurate with experience. Health care benefits are available.