



JOB ANNOUNCEMENT

COLLEGE CORNER ASSISTANT

Bresee's mission is to battle poverty by empowering youth and families in Los Angeles with the skills, resources, and relationships to thrive. We serve a densely populated mostly immigrant Los Angeles neighborhood where youth and their families face multiple systemic and individual barriers to achieving success. Bresee strives to create an exciting, challenging, and rewarding work environment that allows our employees to flourish. We value integrity, community, resilience, life-long learning, and compassion.

SUMMARY: Reporting to the Education and Career Development (ECD) Department Director and College Success Manager, the College Corner Assistant is responsible for planning and executing Bresee's on-site College Access program activities and workshops for low-income, largely first-generation youth. The College Corner Assistant will cultivate a culture that encourages all youth to learn about and enroll into postsecondary education. They will support both youth and their families in making informed decisions through the process.

ESSENTIAL JOB ACTIVITIES AND RESPONSIBILITIES:

- Outreach, recruit, and enroll at least 20 high school students into Bresee's College Access Program.
- Plan and implement College Access workshops (i.e. A-G requirements, financial aid and college applications completion, college enrollment requirements), ensuring students complete tasks on Senior Year Checklist.
- Collaborate with the College Success team to support the implementation and student participation of college tours, PIQ workshops, and other large-scale events.
- Support the College Success Manager and Education and Career Development Department Director in program-related reports, provide periodic updates on events/activities, and perform other program-related projects as assigned.
- Contribute to Education and Career Development Department activities, including Teen Tech Center events, Workforce Development events, field trips, team meetings, and other functions.
- Provide general guidance to Bresee youth and families on the steps required to enroll in post-secondary education.
- Work with Senior Family Advocate to ensure proper paperwork and data collection is completed. Communicate when additional support is needed for youth and family.

EDUCATION/EXPERIENCE/QUALIFICATIONS: The requirements listed below are representative of the knowledge, skill, and/or ability required:

- Must be currently enrolled in an accredited college or university working towards a Bachelor's degree or trade school working towards a certification.
- Demonstrate computer competency with Microsoft Office tools including Word, Excel, PowerPoint; Google applications and email applications; and database systems.
- Have experience working with urban youth and families, demonstrate sensitivity to multicultural issues, comfortable working in a diverse urban environment, and ability to apply

trauma-informed practices.

- Must have excellent English verbal and written communication skills.
- Bilingual fluency in Spanish strongly preferred, including proficiency in reading, writing, and speaking. Tagalog and/or Korean language proficiency a plus.
- Must have outstanding teamwork, interpersonal relationships, and active listening skills.
- Able to set priorities and organize daily workload to meet deadlines, program goals, and requirements.
- Demonstrate flexibility when new assignments or changes are introduced.
- Able to work independently but also function effectively as part of a team.
- Able to take initiative with minimal supervision.
- Able to exercise good judgment, discretion, and confidentiality when interacting with clients.
- Must submit to and successfully pass a criminal history background check.

FLSA STATUS: Non-Exempt, Regular, Part-time. Benefits include generous sick time, vacation, birthday off, generous holidays along with extra PTO days, and an Employee Assistance Program.

WORKING LOCATION: On-site.

COMPENSATION: \$22.00/hr.

TO APPLY: Submit a cover letter, resume, and writing sample (not to exceed 1 page) to jobs@bresee.org with the Subject Line: College Corner Assistant

DACA, women, BIPOC, LGBTQIA+ people are encouraged to apply.