

Operations Coordinator (Sacramento, CA)

What is College Track?

College Track (CT) is a national education non-profit that empowers students from underserved communities to achieve their dreams of obtaining a college degree. Our mission is to close the achievement gap and create college-going cultures for students who are historically and currently under-represented in higher education. College Track started in 1997 with a cohort of 27 students in East Palo Alto. Today, we serve over 3,000 students across nine communities. We have six sites in California, two in Colorado, and one in Louisiana.

We actively engage students over the course of 8 to 10 years, from the summer before high school through college graduation. Our students join College Track with limitless aspirations and we provide them with a comprehensive program and encouraging learning environment that empowers them to succeed. Our program removes the barriers that prevent students from earning a college degree by providing them with academic support, leadership training, career and dreams exploration, and financial aid and college advising. More than 90% of our students are admitted to a four-year university and 75% of our college students are currently enrolled in, or have graduated from college. Over 85% of our students will be the first person in their family to earn a college degree.

To learn more about College Track, please visit www.collegetrack.org.

Why join the College Track team?

1. *Impact Students* - Everyday you will have the opportunity and the responsibility to push highly motivated students to build their set of academic and practical skills so they can not only attend college, but graduate from college.
2. *Change Communities* - You will be part of the movement to close the achievement and opportunity gaps that exist in historically underserved communities, and you will witness success, both small and large, each day.
3. *Develop Your Career* - You will have opportunities to participate in professional development with others dedicated to improving our nation's education system.

Who are we looking for?

College Track is searching for motivated, committed, and creative leaders who steadfastly believe that all students are born with the potential to graduate from college. These leaders must be devoted to working relentlessly to ensure that all College Track students develop the skills needed to succeed in high school and college. The Operations Coordinator will be an individual who thrives on challenges and opportunities, has an eye for detail, and is constantly looking for ways to improve.

Position: Operations Coordinator

Reporting to the Operations Manager, the Operations Coordinator will support the day-to-day operations of the center and assist with the site's key program areas. Furthermore, the Operations Coordinator will participate in and support site activities and have direct accountability for meeting the organization's bottom line goals in the areas of attendance, retention, and enrollment.

The position's primary responsibilities include:

- *Program Operations*: Support operational procedures, manage daily snack including reporting paperwork, safely operate CT vehicles when transporting students and/or staff to/from the center, chaperone student activities as needed, collect content and compile newsletters, and participate in the planning and execution of events.

- *Data Monitoring and Reporting:* Track student attendance and have conversations with students about how to increase their attendance. Update accurate information in our salesforce.com database, student files, and excel spreadsheets.
- *Site Maintenance:* Improve center appearance and functions, regularly update center bulletin boards and create visuals as needed.
- *Resource Management:* Ensure center resources are accounted for, updated, stocked, and organized (ex: office supplies, technology, library books, vehicle maintenance, etc.).
- *External Relations:* Phone and email parents regarding student updates or center events as needed, greet walk-in guests/visitors, and provide reception support. Assist with the annual recruitment process, including delivering presentations, hosting student interviews, and outreaching to community partners.
- *New Projects:* Special projects as assigned by the Operations Manager or Site Director.

Qualifications

First and foremost, the Operations Coordinator must embrace College Track's vision of transforming low-income communities into places where college readiness and college graduation are the norms. Additionally, candidates must possess the following qualifications:

- 4-year college degree or be currently enrolled in a bachelor's degree program
- 1-2 years experience with office administration preferred
- Results-driven, commitment to utilizing data to make informed decisions
- Exceptional organizational skills, keen attention to detail, ability to manage a wide range of tasks
- Experience with databases, salesforce.com strongly preferred
- Strong interpersonal skills and collaborative, community-minded attitude
- Proficiency in Microsoft Office programs (ex: Word, Excel, PowerPoint)
- Excellent communication skills (both written and oral)
- Strong learning orientation, readily receives and incorporates direct feedback
- Goal-oriented and strong commitment to reaching goals
- High level of self-awareness, humility, and emotional intelligence
- Demonstrated ability to meet and maintain federal, state, local, and College Track guidelines including, but not limited to, fingerprint clearance and negative TB test
- Valid California driver's license and clean driving record
- Fluency in Spanish preferred

Compensation

The Operations Coordinator will work 15 - 25 hours per week and will typically be present for all student programming hours, Monday - Thursday, 4pm - 7:30pm. Compensation will be \$12 - \$15 depending on experience. This is a part-time, non-exempt, hourly position.

To Apply

Please send a cover letter and resume to Rachel Billeci, Operations Manager, at rbilleci@collegetrack.org. We will only contact candidates chosen for further consideration. No phone inquiries please. Phone and in-person interviews will take place mid - late January for position to start first week of February.

College Track is an equal opportunity employer fully committed to achieving a diverse workforce. College Track does not discriminate on the basis of race, age, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, or gender identity or expression.