

Pinellas Education Foundation

Job Description

College Success Coach & Mentor Trainer – Take Stock in Children

Department:	Programs
Reports to:	Director of Take Stock in Children (TSIC)
Description:	This is a full-time position responsible for providing support to the TSIC Scholarship Program.
Responsibilities:	<p><i>TSIC Program</i></p> <ul style="list-style-type: none">• 100% of time worked focused on the TSIC program• Assist Director in providing necessary reports for Take Stock in Children.• Conduct mentor trainings for the TSIC program.• Help achieve Take Stock in Children’s countywide mentor recruitment objectives.• Assist in the organization and production of mentor appreciation, recognition, and training activities and events.• Understand and utilize the TSIC STAR database as pertains to the TSIC records.• Assist students with all aspects of college readiness and preparation.• Assist college students by providing college retention services• Monitor & track students' academic performance, attendance and behavior• Identify potential problems and intervene when necessary to ensure student success. This may include direct intervention with students and/or parents, mentors, school employees (guidance counselors, teachers), etc.• Monitor student/mentor session effectiveness and communicate with the mentor and Mentor Manager directly to resolve any issues• Complete assessments, student success plans, documentation, data entry, maintain files on students, etc.• Attend TSIC activities & events and assist with event planning and implementation• Work closely with School Coordinators, college staff and other school personnel• Track all new student applications received for assigned schools. Communicate with families and school ambassadors on missing items.• Maintain and update TSIC student files at the Foundation.• Perform other duties as assigned by the TSIC Director

Skills/Attributes:

- Strong interpersonal, organizational, and writing skills.
- Proficient in Microsoft Office software (Word, Excel, Access, Power Point), Windows, and Raiser’s Edge.
- Strong accuracy in data entry
- Courteous, professional, customer-friendly manner with students/parents/school personnel/callers/visitors.
- Have transportation and the ability to travel throughout assigned county on a consistent basis
- Proficiency in reading, writing, & public speaking

Experience Required:

College degree required. Degree preferred in education, psychology, social work or related field.

Ability to:

Make presentations in front of groups of people. The applicant will work with at-risk youth and must be capable of exceptional patience, understanding and have strong listening skills. In addition, the incumbent must be able to attend functions in the evening and on weekends as required. The incumbent must have adequate transportation to attend off-site meetings and functions on a regular basis

Physical Demands:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

Work Environment:

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

The office environment may occasionally become noisy due to equipment operations and interactions among staff and others.

Interested applicants can email kimberly.landry@pinellaseducation.org a cover letter and resume.