



**Position Description:** College Access Manager  
**Reports to:** Director of College Access  
**Location:** Los Angeles, travel required

### **Job Description**

Reporting to the Director of College Access, the College Access Manager will manage college access programming for high school students, working directly with a cohort of students as a case manager, planning summer experiences, and working with the C5 team to plan and execute various events throughout the year. The ideal candidate must have experience in college access programming and extensive experience in student advising. The successful candidate will be able to think strategically and logically, be innovative, thrive in a fast paced environment, and handle competing priorities and deadlines. Additionally, the right candidate will be extremely organized developing and maintaining systems and structures that will ensure effective daily operations of the organization.

### **Responsibilities**

- Plan and facilitate year round college access programming, including mandatory weekend events
- Provide coaching and advising sessions to students ensuring they have an actionable plan to graduate high school and successfully transition to a postsecondary pathway
- Manage all aspects of student engagement including maintaining communication, tracking attendance, and verifying the completion of various requirements including paperwork
- Maintain Salesforce database to track student engagement, academic progress, and postsecondary interests
- Plan and execute our Road to College Tour residential summer experience for rising high school juniors
- Manage student groups such as summer planning committees and high school crews
- Manage yearly budget for college access programming
- Support the College Access Persistence and Success Team (CAPS)
- Support high school students through the undergraduate application and financial aid application process
- Manage seasonal staff during summer experiences
- Support in the recruitment and training of seasonal staff
- Support staff in assigned project based work
- Represent C5LA at events, workshops, seminars, education-based networks and conferences
- Support all C5 summer programs
- Build and maintain relationships with youth that offer high support and mutual accountability
- Work in partnership with the program team to support the overall vision and mission of the program
- Maintain relationships with partner organizations
- Other duties as needed or defined by the COO or ED

### **Key Requirements**

Our ideal candidate is someone who is an excellent facilitator, can build strong relationships with students, excels at datakeeping, and has exceptional organizational skills. This position requires flexibility, the ability to manage competing priorities, and the ability to work with multiple stakeholders in various settings. **Experience in college access is a key requirement.**

- Bachelor's degree or equivalent experience required, masters preferred
- Previous experience in the field of college access, preferably with first-generation BIPOC students



- Experience in coaching students through various post secondary pathway applications such as UC, CSU, and Common App and CC.
- Experience in guiding students through financial aid applications such as FAFSA, Dream Act, and the CSS profile.
- Experience developing trusting relationships with students from diverse backgrounds
- Requires working some evenings and weekends, as well as occasional Tuesday – Saturday weekly schedule
- Experience in managing several projects simultaneously with flexibility to move back and forth between projects when necessary
- Experience in group facilitation and experiential learning
- Experience planning, promoting, and executing events
- Experience recruiting, training, and managing (seasonal) staff is a plus
- Passion for the mission and purpose of C5LA and an ability to communicate this passion to others
- Ability to represent the organization externally across a wide range of stakeholders and constituents
- Excellent time management skills, with an ability to prioritize, work well under pressure and meet tight deadlines
- High level of proficiency with the use of software including the Microsoft Office Suite, Google Suite, Zoom, and Salesforce
- Superior communication both verbally and written and able to listen and write clearly and analytically
- Self-starter, flexible, able to adapt and adjust quickly to changing situations and needs
- Understanding of racial inequity, including how it plays out within organizations; an ability to spot the potential for racial disparities and propose solutions that advance racial equity; a commitment to continually developing in this area
- Willingness to be ‘on duty’ when needed with assigned students up to 24 hours per day (during summer experiences)
- Ability to travel to communities around Los Angeles – a valid driver’s license is required

**Compensation:** The salary range for this position is \$62,000 - \$67,000 annually. C5LA also offers a robust and comprehensive benefits package that includes medical, dental, vision, and a competitive employer matching 401K. Other benefits include a hybrid work schedule, mileage reimbursement, and a commitment to continuous year-round professional development opportunities.

Interested applicants should email [info@c5la.org](mailto:info@c5la.org) with a resume and cover letter.

C5LA is an EOE.