

UNION SETTLEMENT

EMPLOYMENT OPPORTUNITY

Union Settlement Association is an on-the-ground resource for East Harlem residents of all ages, and a passionate advocate for the needs of underserved communities. Since opening our doors in 1895, we have brought education, wellness and community-building programs to our neighborhood, empowering New Yorkers with opportunities to better their lives. More than 350 staff work in our organization, and our services impact 10,000 people every year. By helping our neighbors realize their goals, we build the vitality and success of East Harlem. For more information about Union Settlement, please visit our website at www.unionsettlement.org.

Position: College Counselor

Department: Youth Services – College Readiness Program

Reports to: Director of College Readiness

Hours: Full-Time, occasional weekend and/or overnight hours required

Responsibilities:

- Recruitment of participants and facilitation of intake.
- Provide college readiness workshops and identify opportunities for tutoring and completion of a rigorous curriculum.
- Design college success activities for high school students.
- Facilitate bi-weekly Leadership Academy workshops and community service activities for high school students.
- Assist Senior Counselor in planning and implementing Summer Writing and Theater program, and identifying internships.
- Assist with planning, implementation, and reporting of USCRP outcomes and partnership goals.
- Plan college trips for participants.
- Maintain program calendar, create flyers, and announcements.
- Create and facilitate youth development events, meetings, and activities for participants.
- Conduct individual and group college advisement sessions on financial aid and college admissions.
- Participate on at least one Youth Services programmatic committee.
- Additional duties as assigned by the Director of College Readiness and Director of Youth Services.

Qualifications:

- Bachelor's Degree and a background in education, counseling, human services, the arts, or technology, with one year experience working in the area of college advisement, youth development and workshop presentations preferred.
- At minimum, a Bachelors Degree and three years experience working with youth populations, ages 12 to 21.

- Self- motivated, with the ability to work independently and make connections with young people from diverse backgrounds and cultures.
- Experience in all aspects of college admissions, financial aid, and scholarship processes.
- Demonstrated creativity in developing and implementing leadership and college prep workshops.
- Strong writing, public speaking, computer, and organizational skills.
- Ability to market the program, develop community partnerships, and provide innovative programming.
- Ability to work on the weekend (occasionally overnight) as needed.
- Candidates must complete successful background, criminal records, fingerprinting, and reference checks.
- Bilingual (English/Spanish or English/French) a plus.

To Apply:

Please send cover letter, resume, and three professional references to:

hr@unionsettlement.org

Please indicate College Counselor in subject of e-mail.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER