

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: High School College Prep Counselor
Department: Youth Services – College Readiness Program
Reports to: Assistant Director of Youth Services
Hours: Full-Time, including one or two Saturdays and/or Sundays per month

Responsibilities:

- Recruit a minimum of 200 participants and facilitate intake.
- Provide college readiness workshops and tutoring.
- Design college success activities for middle school students.
- Facilitate weekly Leadership Academy workshops and community service activities for high school students.
- Conduct Regents Exam prep tutoring sessions for high school students during the week.
- Assist with planning, implementing, and reporting of College Connections program with Drew University.
- Assist in the planning of college trips for middle school students and College Connections program with Drew University.
- 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.
- Attend college trips including weekend and overnight trips.
- Participate on at least one Youth Services programmatic committee.
- Additional duties as assigned by the Assistant Director of Youth Services and Director of Youth Services.

Qualifications:

- Bachelor's Degree and a background in education, counseling, media, music, theater, or technology, with 2 years experience working in the area of youth development and workshop presentations preferred. At minimum, a Bachelor's Degree in human services or a related field and 2 years experience working with youth ages 12 and older.

- Self-motivated, with the ability to work independently and make connections with young people from diverse backgrounds and cultures.
- Demonstrated creativity in developing and implementing leadership and college prep workshops.
- Strong math and/or science skills, public speaking, computer, writing, and organizational skills.
- Willingness to learn all aspects of college admissions, financial aid, and scholarship process.
- Ability to market program, develop community partnerships, and provide innovative programming.
- Ability to work one or two Saturdays and/or Sundays per month, 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 High School College Prep Counselor in subject of e-mail.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER