

JOB OPENING: COLLEGE COORDINATOR

Start Date: Immediate
Schedule: 35-40 hours per week
Salary: Varies based on experience

JOB SUMMARY: Best Foot Forward is the only agency that is 100% dedicated to the academic success of children in foster care. We are hiring a College Coordinator to oversee and manage the college program, designed to assist students achieve their goals in college; provide a wide range of advisement and supportive services, leadership and guidance. The ability to work in a fast paced environment with strong attention to detail is essential.

OVERALL RESPONSIBILITIES:

- Work collaboratively with BFF Graduation Coaches to ensure completion of all necessary high school graduation requirements.
- Be aware of and disseminate information about standardized tests, such as SAT and ACT and other educational updates or school-based initiatives.
- Oversee and assist with the college entrance process including applications, admissions processes, and financial aid procedures.
- Provide support and guidance to students with selecting their courses and planning their academic track, providing the greatest opportunity for successful completion.
- Manage housing and meal plans for students living on campus.
- Maintain detailed records for all students including college application and financial aid information, scholarship applications, college acceptances and scholarships received, course credits and graduation requirements.
- Develop and maintain a calendar to include important dates such as drop/add, housing deposits, financial aid & scholarship deadlines. Ensure all students are aware of and meeting deadlines and due dates.
- Sustain resource rich library of scholarship opportunities; identify appropriate scholarships for students and assist with application and monitoring.
- Establish and maintain effective working relationships with faculty to the benefit of the student.
- Attend meetings, conferences and orientations as necessary.
- Provide direction and support to College Coach.

CANDIDATE WILL:

- Be proficient in Microsoft Word, Excel and Outlook.
- Possess excellent oral and written communication skills.
- Establish and maintain cooperative and effective working relationships.
- Analyze situations accurately and adopt an effective course of action.
- Be able to meet schedules and deadlines.
- Demonstrate excellent organizational skills.
- Work confidentially with discretion.
- Have a Bachelor's Degree; Academic or Child Welfare experience.

JOB OPENING: OFFICE/PROGRAM ADMINISTRATIVE ASSISTANT

Reports To: Office Manager
Start Date: August
Schedule: Part-time 18-26 hours, Mornings
Salary: Varies based on experience

Job Summary: Best Foot Forward is the only agency that is 100% dedicated to the academic success of children in foster care. We are hiring an Administrative Assistant to assist the Office Manager with a wide variety of tasks to ensure efficient operation of the office and all student programs.

Overall Responsibilities:

- Greet visitors; answer phone calls.
- Manage donated items.
- Create spreadsheets; input data; file appropriately.
- Maintain confidential student records; ensure files are updated and organized.
- Assist with intake procedure for new students.
- Prepare documents for meetings and presentations.
- Maintain and organize all supplies such as student snacks, school & office supplies, birthday gifts and cards.
- Inventory supplies; manage storage area.
- Assist at events and with event preparation.
- Maintain office in presentable condition; neat and clean.

CANDIDATE WILL:

- Be proficient in Microsoft Word, Excel and Outlook.
- Possess excellent oral and written communication skills.
- Be able to prioritize and meet deadlines.
- Demonstrate excellent organizational skills.
- Possess outstanding attention to detail.
- Work confidentially with discretion.
- Have an Associate's or Bachelor's Degree.

JOB OPENING: FOUNDATIONS COACH

Reports To: Foundations Coordinator
Start Date: Immediate
Schedule: Part-time 15-24 hours, Flexible days
Salary: Varies based on experience

Job Summary: Best Foot Forward is the only agency that is 100% dedicated to the academic success of children in foster care. We are looking for a Foundations Coach to provide direct instruction to our elementary school students; develop their reading readiness/comprehension skills as well as their ability to advocate for themselves in school. The ability to work in an unpredictable environment with strong attention to detail is essential.

Overall Responsibilities:

- Meet with students on a weekly basis to provide one-on-one intensive instruction/intervention services.
- Collaborate with teachers and school administrators to ensure focus is on student's needs.
- Utilize teacher materials and/or select instructional materials to meet student needs.
- Provide guidance and support to students with regards to their academic progress.
- Assess students using a variety of measures to determine specific instructional needs.
- Maintain a comprehensive inventory of instructional materials and resources.
- Maintain an organized system of reading and writing materials.
- Participate in student meetings as necessary.

CANDIDATE WILL:

- Be proficient in Microsoft Word, Excel and Outlook.
- Possess excellent oral and written communication skills.
- Establish and maintain cooperative and effective working relationships.
- Analyze situations accurately and adopt an effective course of action.
- Be able to meet schedules and deadlines.
- Demonstrate excellent organizational skills.
- Work confidentially with discretion.
- Have a Bachelor's Degree; Teaching experience required.