



Director of College and Alumni Affairs

The Baton Rouge Youth Coalition (BRYC) seeks a hardworking, passionate, entrepreneurial, and organized individual to serve as our first Director of College and Alumni Affairs.

Position Overview

Reporting to the Executive Director, the Director of College and Alumni Affairs (DCAA) will support BRYC's College Fellows by ensuring they are connected to the resources that they need in order to succeed academically, socially, and financially at their respective postsecondary institutions. The DCAA will also track College Fellow and Alumni data, and build an active, engaged College Fellow and Alumni network.

The DCAA will be responsible for the following:

- Supporting 40 high school graduates to transition physically, academically, socially, and financially to their first year of college and successfully reenroll for their sophomore year
- Establishing regular checkpoints with all College Fellows to provide direct support and to connect them with the resources and services they need to be academically, socially, and financially successful
- Supporting College Fellows to secure meaningful summer and post-college commitments
- Building strong relationships with College Fellows and their parents/guardians
- Coaching College Fellows to improve self-advocacy skills and resourcefulness
- Tracking up-to-date contact, academic, and professional data for all College Fellows and Alumni
- Learning content and best practices around financial aid, college enrollment, and college persistence
- Ensuring that 100% of College Fellows annually complete the FAFSA
- Building an engaged, active College Fellow and Alumni network
- Forging meaningful connections between high school Fellows and College Fellows and Alumni
- Apprising the broader BRYC community of our College Fellow and Alumni successes
- Playing a lead role in developing training plans for future staff working in this capacity

Competencies

The Director of College and Alumni Affairs should hold a bachelor's degree at minimum and:

- Demonstrate excellence in identifying and building connections to valuable resources and services
- Have proven effectiveness with developing new programs
- Demonstrate outstanding critical thinking and problem-solving skills
- Be entrepreneurial, constantly seek to grow, and identify needs and corresponding solutions
- Have training and/or experience in counseling, social work, mentoring, teaching, or youth development
- Be able to guide youth to learn and employ new habits and mindsets
- Be able to build strong relationships with families, community members, and partner organizations
- Have strong social and cultural awareness
- Demonstrate exceptional follow-through, and build and maintain effective tracking systems
- Organize heavy information flow and manage concurrent work and communication streams
- Be proficient with MS Word, Excel, and PowerPoint
- Be proficient with social media platforms, especially Instagram, Facebook, Twitter and Snapchat

Compensation and Benefits

The base salary for this position is \$45,000, but this figure is open to renegotiation and increase commensurate with an applicant's qualifications and experience. The employee will also receive generous benefits, including but not limited to: 70% coverage of medical, dental, and vision insurance; considerably discounted group life and disability coverage; more than 25 paid vacation days, including "winter break"; a 401(k) employer matching program; and a flexible work environment.

To Apply

Please submit a resume and letter of interest via email to BRYC's Executive Director, Lucas Spielfogel (lucas@thebryc.org). We are seeking to fill this position no later than March 15, 2017. The hiring process will consist of two interview rounds, the first a shorter, introductory discussion and the second a longer, more intensive interview for which pre-work will be required.

The Baton Rouge Youth Coalition was founded in 2009 when a high school teacher realized even his brightest, hardest working students lacked the resources they needed to get into and graduate from college. Today, BRYC serves 200 high-achieving, under-resourced high school students who represent five school districts, and we are augmenting our services to our 165 college students and graduates, who attend or have graduated from schools across the nation.