



All Peoples Community Center JOB ANNOUNCEMENT

Date of Announcement: August 15, 2022
Agency: All Peoples Community Center
Job Title: FSC College Advisor
Salary Range: \$16.04 - \$17.50 per hr. (25 hrs. per wk.)
Closing Date: Position will remain open until filled
Start Date: Immediately
Program: **FamilySource Center**
Send Resume: Deisy Hernandez
jobs@allpeoplescc.org

All Peoples is an all-encompassing community center providing social services and programs to empower individuals, promote community respect, and encourage self-determination.

All Peoples has been designated as a FamilySource Center (Southeast) for the City of Los Angeles. FamilySource services include information and referral, intake and assessment, case management, computer literacy, financial literacy, individual service strategy development, child care, adult education, employment and training, financial coaching, income tax preparation assistance (VITA), parenting skills, transition to middle and high school workshops, tutoring, arts education, mentoring and counseling and college corner/workshops (SAT, financial aid and college application preparation).

DUTIES AND RESPONSIBILITIES

- Develop and implement college program
- Assist youth and parents with development and implementation of individual college plans
- Create environment that will reinforce college readiness as priority for youth
- Set-up campus tours for youth and parents
- Develop resource library for college enrollment, financial assistances etc.
- Network with other local colleges/universities, local high schools
- Maintain records of participants and program activities
- Conduct workshops with youth and parents

QUALIFICATIONS AND EXPERIENCE REQUIREMENTS

- 2 years of experience in advising youth in academic endeavors
- Must have working knowledge of FAFSA and various grants and scholarship opportunities that will be able to give students the greatest academic outcomes
- Microsoft Word & Excel proficient
- Bilingual English/Spanish preferred
- Must have strong communication skills
- Ability to work in a multicultural environment and advise youth in a matter that will appeal to their greatest academic success
- Enrollment in college mandatory, junior or senior status
- Ability to work weekends and evenings if required
- Must have transportation Valid DL and Insurance

All Peoples Community Center is an equal opportunity employer and adheres to hiring practices *in accordance with Federal and State regulations*

To apply, send your resume and cover letter, to jobs@allpeoplescc.org
E-mail submission only/No phone inquiries. Responses will be sent only to individuals meeting the outlined requirements of the position.