



JOB ANNOUNCEMENT

Date of Announcement: October 15, 2025

Agency: All Peoples Community Center

Job Title: FSC College Advisor

Salary: \$24.15 per hour (25 hours per week) non-exempt/hourly

Closing Date: Open until filled

Start Date: Immediate

Program: Family Source Center

Send Resume To: Deisy Hernandez – dhernandez@allpeoplescc.org

ALL PEOPLES COMMUNITY CENTER

All Peoples Community Center (All Peoples) is an 83-year-old community resource center located in South Central Los Angeles within Council District 9. As a 501(c)(3) nonprofit, All Peoples has been a safe haven since 1942, empowering individuals and fostering respect and self-determination. The center serves more than 6,600 individuals annually through a wide range of programs, services, and community events. The community served by All Peoples experiences some of the highest levels of poverty in the City of Los Angeles and includes one of the largest youth populations. Many young people in the area face systemic barriers to completing their education and pursuing higher education, with most being the first in their families to attend college. **All Peoples Community Center is an equal opportunity employer and adheres to hiring practices in accordance with Federal and State regulations.**

FAMILY SOURCE CENTER

In 2016, All Peoples became a FamilySource Center (FSC), a City-funded program dedicated to eliminating poverty in Los Angeles by 2035. The FSC provides essential services to help families achieve financial stability, academic success, and community wealth. Serving 2,600 participants and 700 households annually, programs include case management, financial literacy, benefits enrollment, employment support, tax assistance (VITA), and more. The College Corner is a program of the FSC work at All Peoples.

JOB DESCRIPTION

Reporting to the Youth Director, the FSC College Advisor will design and implement programs that help youth and their families prepare for and pursue higher education. This role includes advising students, developing resources, and coordinating college readiness activities to support participants in achieving their academic goals. This is a part-time non-exempt/hourly position for 20 hours per week.



DUTIES & RESPONSIBILITIES

Parent Promise Program

- Meet one-on-one with 50 families to design individualized college plans that meet each student's needs and goals.
- Host and facilitate 5 workshops, per semester, in collaboration with LAUSD Pupil Services and Attendance Counselors to help parents understand their rights, roles, and responsibilities in supporting their child's educational success.
- Provide ongoing guidance to families to ensure continuous engagement from school through college and into career readiness.

Summer Program

- Serve as a full-time coordinator (9:00 a.m.–5:30 p.m.) during the 5-week summer program for 60–100 youth.
- Develop and implement curriculum and enrichment activities focused on:
 - Academic retention and learning recovery,
 - Social-emotional learning and anti-bullying,
 - Leadership development and creative expression.
- Supervise and mentor 60 youth participants and 35 youth volunteers.
- Maintain a safe, inclusive, and engaging environment for all participants that align with and uphold the All Peoples values.

Tutoring and Academic Support

- Coordinate and deliver tutoring sessions for middle and high school students focused on math, language arts, reading, and writing.
- Recruit, train, and supervise 25 tutors for the youth tutoring program.
- Provide one-on-one instruction and group activities that promote grade-level advancement and academic confidence.
- Incorporate cognitive skill-building and reading opportunities that support A–G course completion.

College Corner Program

- Manage and maintain the College Corner within the FSC, ensuring it serves as a hub for college preparation resources and academic mentoring.
- Support collaborative FSC goal in connecting 50 youth to the following:
 - Vocational training and financial empowerment,
 - College admissions requirements and application processes,
 - Tuition costs, FAFSA, and financial aid opportunities,
 - SAT/ACT preparation and test fee waivers,
 - Campus tours and college-readiness events.



- Assist students with accessing fee waivers for standardized tests and applications (SAT, ACT, AP, and college application waivers).
- Coordinate Academic Mentoring with college student mentors to offer “near-peer” counseling that helps youth navigate academic, college, and financial aid pathways.

Center and Program Support

- Support center-wide programs, events, and community initiatives as part of the All Peoples team.
- Assist with reception coverage, greeting visitors, answering phones, and providing general program information to families.
- Collaborate with staff across departments to promote and implement center events, workshops, and outreach activities.
- Contribute to maintaining a welcoming and organized environment for community members, youth, and families.

Reporting and Tracking

- Be proficient in the data management tracking system “Salesforce”.
- Be able to complete needs assessments
- Become familiar with FSC’s outcomes and services

Qualifications and Requirements:

- Minimum of 2 years of experience advising youth in academic planning
- Knowledge of FAFSA, grants, and scholarship opportunities
- Proficiency in Microsoft Word and Excel & Google Workspace
- Bilingual in English and Spanish preferred
- Strong written and verbal communication skills
- Ability to work in a multicultural environment and effectively advise youth
- Currently in college or College graduate within the last 2 years
- Availability to work evenings and weekends if needed
- Valid driver’s license, insurance, and reliable transportation

BENEFITS

- 403(b) retirement plan (no employer match)
- Pension Plan (no employer match)
- Dental Insurance (100% premium employer-covered)
- Health Insurance (75% premium employer/25% employee)
- Paid holidays

Schedule: 5-hour shift, 25 hours/week, 100% in-person, non-exempt/hourly