



# SERVICE DESCRIPTIONS

College Possible is a 501(c)(3) nonprofit making college admission and success possible for low-income students through an intensive curriculum of coaching and support. Our after-school services include (1) academic support through ACT/SAT test preparation; (2) college application assistance; (3) financial aid consulting; (4) guidance in the college transition; and (5) support toward college degree completion. College Possible utilizes full-time AmeriCorps State, National and VISTA members. All three programs are civilian service programs targeting community needs in the United States.

## I. Position Summaries

**A. COACHING:** Serve in a direct capacity providing guidance and support to a group of high school or college students.

*Positions include:*

### AmeriCorps High School Coach

Serve as a College Possible coach in a high school. Support juniors by providing ACT/SAT test preparation and work with students on an individual basis providing subject specific assistance. Guide seniors as they complete the college application process including: essay writing, applications for admission, scholarships and the FAFSA.

### AmeriCorps College Coach

Serve as a College Possible coach for students as they transition from high school into college. Maintain communication and offer services to college students either from a college campus or College Possible offices. Help link students to student services already available on campus, and plan on- and off-campus events.

### Virtual Advising Corps

Support a group of high-achieving, low-income students in a virtual environment. Help link students to information and resources, including college search materials, campus visit programs and scholarship programs. Create resources to help guide students through the college search, application and financial aid processes. Develop relationships with students and representatives from selective colleges and scholarship programs. Assist with planning workshops for high-achieving College Possible students. Twin Cities only.

**B. COMMUNITY PARTNERSHIPS & PROGRAM ENRICHMENT:** Coordinate with outside organizations to create additional opportunities for students. *Positions include:*

### College Community Partnerships AmeriCorps Member

Support College Possible's college partnership efforts via College Possible Connects. Organize campus visits to Explore partner colleges; coordinate support services to Bridge partner colleges; and work with Leadership Team members to develop new partnerships. Organize the annual Launch celebration; serve as lead substitute for senior coaches; and support summer bridge programming. Research site-specific policies, timelines, and resources for various partners.

### High School Community Partnerships AmeriCorps Member

Build and support partnerships to serve high school students. Organize College Prep Talks, college planning workshops; conceive and organize two program-wide community service days for students; organize four practice ACT exams and serve as lead sub for junior coaches; and support summer bridge programming. Research site-specific policies, timelines, and resources for various partners.

### College Relations VISTA

Develop and manage College Possible's new college relations strategy, designed to connect students with colleges who are strategic partners. Work to develop and integrate a system that engages colleges at three levels of partnership: Exploration, Connection, and Collaboration. Design systems and structures to support sites as they execute this strategy, and prepare tools to communicate with and build college partnerships, including building a new revenue stream for the organization. Twin Cities only.

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**C. EXTERNAL RELATIONS & ORGANIZATIONAL EXPANSION:** Serve in a behind-the-scenes capacity to help secure resources and assist the expansion of the organization. *Positions include:*

#### Communications VISTA

Serve on the external relations team by providing capacity building support in media relations, strategic communications and marketing. Specific projects include: writing for newsletters, website and news releases; graphic design projects; photography of coaches & students for publications; and website maintenance.

#### Development VISTA

Serve on external relations team by providing capacity building support on fundraising initiatives. Projects include: event planning, writing for grant proposals and letters, maintaining a grants calendar, conducting Internet donor research and soliciting in-kind donations from local businesses.

#### National Expansion VISTA

Build the National office's capacity to manage and integrate new College Possible sites. Conduct research on prospective funders, community based organizations, and local governments to inform expansion strategy. Build the capacity of new sites in early start-up phase through hands-on implementation of College Possible's program, culture, and general operations at new site. Twin Cities only.

#### VISTA Leader

Must have served for at least one previous term as a VISTA. Support all other College Possible VISTA members. Provide all VISTA members with professional development and training opportunities. Lead on analysis of the VISTA recruitment process, suggesting and coordinating revisions to ensure recruitment of high quality candidates. Assist in creating efficiencies for tracking, managing and reporting the outcomes of VISTAs. Twin Cities only.

#### High School or College Program VISTA

Create systems that centralize and standardize programmatic initiatives. Work with professional evaluators and leadership team in implementing programmatic evaluation. Draft written materials outlining organizational efforts and procedures. Plan and sustain exploration efforts for new and start-up branches. Twin Cities only.

#### Human Resources VISTA

Learn about nonprofit management by working with the national office to build and improve our systems for hiring and training College Possible staff during this period of intense growth. The VISTA will utilize the recommendations of College Possible's Talent Initiative project to build the capacity of the human resources team in a growing organization.

#### Operations VISTA

Responsible for developing systems and structures that streamline operations ensure all sites operate efficiently. Build and improve upon systems for opening new offices, ensuring that standardized tools are in place to improve efficiency and allow for multiple sites to be opened simultaneously. Responsible for developing and training staff on organization-wide systems for efficiently tracking and maintaining inventory of materials and supplies. Twin Cities only.

## II. Required Skills

College degree required. Ideal candidates will have demonstrated leadership skills, a high level of achievement in academics, employment and/or other pursuits, and a commitment to the mission of College Possible. Candidates of all academic majors are welcome to apply.

## III. Compensation

Compensation includes a living allowance, health coverage and a \$5,645 Education Award that can be used to repay student loans or future education expenses. Student loans may be deferred. 10 to 12 month commitment, depending on position, beginning in August 2015 is required.

## IV. To apply

Our application is available online at [www.CollegePossible.org/serve](http://www.CollegePossible.org/serve). Application materials include:

- 1) Resume
- 2) Application
- 3) Two reference forms
- 4) College transcript (unofficial is acceptable)

Selected Priority Applicants will have the opportunity to attend an earlier set of interview dates and potentially secure one of our very competitive AmeriCorps/VISTA positions. Priority Applicants will also be considered for both deadlines, so those applicants not selected for an early interview will be reviewed again for later interview dates unless notified otherwise.

**Please visit [CollegePossible.org](http://CollegePossible.org) for more details and email [aprogram@CollegePossible.org](mailto:aprogram@CollegePossible.org) with any questions.**