NJ LEEP, Inc.

Title: College Readiness Systems VISTA Fellowship

Location: 570 Broad Street, Newark, New Jersey

Job Type: Full-Time (Entry Level)

Compensation Type: Salary

Start Date: 7/18/2016                Start Date: 7/14/2017

Job Description:

This position offers recent college graduates substantive experience and meaningful service in a fast-paced, collegial, and supportive environment. You will gain experience in a model college access program, educational equity, non-profit management, data tracking/systems design, and program design/implementation. The AmeriCorps VISTA program is a national service program dedicated to bringing individuals and communities out of poverty.

This position is ideal for someone interested in urban education, higher education administration, or social services. The College Readiness Systems Coordinator will work with the Managing Director of Programs and Dean of Family Engagement to refine the College Application Program systems, including researching colleges that are appropriate for students in economically challenged households, assisting with parent workshops, and improving outreach strategies to families.

Qualifications:

- BS/BA degree from a 4-year college or university
- Strong writing and editing skills
- Ability to communicate with and actively engage students and families
- Highly motivated, organized, self-directed individual who can proactively and creatively solve problems and manage multiple projects simultaneously
- Familiarity with Microsoft Office (Word, PowerPoint, Excel)

Application Instructions:

This position is a one-year AmeriCorps VISTA placement from July 2016-July 2017. Applicants should email a resume and cover letter to Deb Ellis at dellis@njleep.org with the subject line “College Readiness Systems VISTA.”

Applications received by Monday, May 16, will receive priority consideration. Because of the large number of applicants, only those selected for an interview will receive a response. We are recruiting for three VISTA members and we welcome applications to more than one position.
About the Organization:

**NJ LEEP** is an award-winning four-year college access program working with 150+ students from underserved neighborhoods from the greater Newark area. We help students to perform at high academic levels by building skills through law-related and other educational programs, developing the habits necessary for lasting success and community leadership, and offering exposure to role models who have achieved professional success.

Disclaimer Information:
Disclaimer information: AmeriCorps Vista members in Essex County NJ receive an annual living allowance of $13,296 and 10 personal days and 10 sick days. Members are also eligible for health care benefits, Relocation Allowance, and childcare assistance. Members who successfully complete their term of service are eligible to receive either an Education Award of $5,775 or an end-of-service cash stipend of $1,500. For more information, see [https://www.vistacampus.gov/chapter-5-financial-support-0](https://www.vistacampus.gov/chapter-5-financial-support-0).