



Job title	Program Associate
Reports to	Director of College Success
Status	Part-time, Non-Exempt, Hourly

Who We Are:

At College Bound we believe that one adult with a college degree can change the cycle of poverty in a family forever. We exist to disrupt a reality in which only 7-9 percent of low-income students are obtaining baccalaureate degrees. By 2026, College Bound will be a national leader for baccalaureate completion rates with manageable student debt. Will you join us?

Our History: College Bound was founded in 2006 by Lisa Zarin, the daughter of a single mom and school teacher who taught and lived in Newark, New Jersey’s riskiest neighborhoods—neighborhoods where students seldom graduated from high school, much less went onto college. But Lisa’s mother emphasized the importance of education and the message stuck. Many years later when Lisa’s own son was applying to college, she experienced the college admissions process through the eyes of her child and thought, “if this is hard for us, this has to be hard for others.” Lisa recruited her good friends Debbie Greenberg and Ericka Zoll and College Bound was born.

Our Promise to Our Students: We commit to our students every step of the way: increasing ACT scores, mastering Algebra II, coping with lifecycle events like grief, college financial literacy, first internships, first suits and first jobs. Within a decade, we have grown from an inaugural class of 36 students to over 650—plus 150 alumni and growing! Through our individualized, holistic, and multi-year approach, we empower our students with the academic and social supports needed to achieve baccalaureate degrees and embark in meaningful careers.

Our Promise to Our Employees: We commit to our employees every step of the way: a welcoming orientation and onboarding, connection and clarity, professional development monies, mentorship opportunities, the ability to give back to the community, inclusion and diversity, work-life balance, flexibility and a culture rooted in a foundation of trust, a focus on achievement, a responsibility to reflect and a spirit of gratitude. You can learn more about our mission by accessing our website at www.collegeboundstl.org.

The Role:

Under the guidance of the Director of College Success, the Program Associate will be responsible for recruiting new program participants and providing support for College Bound’s food programming efforts.

Your Responsibilities:

Maintain Recruitment Database

- Collaborate with Director of College Success to implement applicant tracking system
- Maintain tracking system for ongoing monitoring and reporting of recruitment outcomes

Review and Process New Student Applications

- Review applications as they arrive and determine program eligibility
- Schedule applicant interviews and conduct student interviews, as needed

- Coordinate staff members for applicant interviews, as necessary

School Liaison

- Maintain contact with area high schools for the purpose of disseminating application information and scheduling presentations

School Presentations

- Schedule in-school presentations
- Coordinate staff to complete in-school presentations and conduct in-school presentations, as needed

Support Food Programming

- Order snacks for ongoing student programming
- Administer Operation Food Search program, including but not limiting to, coordinating meal delivery, distributing meals and reporting program utilization
- Support staff in purchasing food and supplies for special events

Other Responsibilities

- Answer recruitment phone calls and emails
- Provide information and follow-up to prospective students and families on recruitment and application processes
- Attend and engage in supervision, team and organizational meetings
- Participate in ongoing professional development opportunities
- Other duties as assigned

Skills and experience:

Education

- High school diploma required
- 2 years of college preferred

Skills & Knowledge

- Highly organized and detail oriented
- Experience working with youth ages 13-19 required
- Proficiency in Microsoft Office programs, particularly Excel, a plus

Position type and expected hours of work:

- Monday through Thursday between the hours of 9am and 6pm
- 15-20 hours/week
- Local travel is expected

Benefits and working conditions:

- Responsibilities occur at the College Bound office, with some time spent at partner schools and in the community.
- Play a vital role in a growing organization privileged to work with hundreds of intelligent and deserving young people every day.

Employees should have a valid driver's license, reliable transportation, minimum of State required insurance and be able to pass state and federal background checks.

How to apply:

Interested candidates must send a cover letter and electronic version of their resume to: rdonnelly@collegeboundstl.org. Subject Line: Program Associate.