



Job title	Learning & Development Coordinator
Reports to	<i>Senior Director of College Programs, Human Resources & Payroll Director</i>
Status	<i>Exempt</i>
Pay Range	<i>\$45,000 - \$50,000</i>

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:

The Learning & Development Coordinator will work closely with the Senior Director of Student Programs (AmeriCorps Program Director), the Human Resources & Payroll Director, and program staff. The position has two primary responsibilities. First, to ensure effective member onboarding, support, administration and compliance of AmeriCorps programs within College Bound. The Learning and Development Coordinator is responsible for the day-to-day responsibilities of managing the AmeriCorps grant and supporting members with a close eye on the learning and development of each member.

Second, the Learning & Development Coordinator supports the onboarding, retention, learning and development of all program staff members at College Bound. This will include but is not limited to: developing, facilitating and overseeing College Bound’s new hire orientation for all

team members, managing the org-wide professional development calendar, auditing annual professional development hours and monies used, administering and analyzing annual evaluation to make certain team members are satisfied and College Bound is a great place to work, develop and grow and assist managers and directors with the growth and development of their team members and themselves.

Your responsibilities:

Facilitate AmeriCorps Grant Reporting and Compliance

- Assist in researching, writing, submitting and preparing for the grant application, quarterly performance reports, policies, procedures and compliance regulations and the annual AmeriCorps site visit with a keen eye on quality, deadlines and accuracy.

Provide Support Services to Members

- Facilitate, plan and attend re-occurring AmeriCorps team meetings, orientation and ongoing member professional development in partnership with managers
- Drive a culture of pride and identification in serving as an AmeriCorps member at College Bound.
- Coordinate the AmeriCorps semi-annual performance review process and
- Provide member resources, such as moving assistance, living on a limited income resources, and connections to alumni groups and graduate schools.

Recruit, Retain and Select AmeriCorps Members

- Develop and execute an AmeriCorps retention plan, ensuring members complete their term of service and there is a high commitment for an additional year of service
- Develop and execute a recruitment plan ensuring successful completion of goals in conjunction with the program team
- Lead the AmeriCorps interview and selection process for both new and returning members, ensuring a timely, accurate enrollment and exit of members into and out of data systems

Train & Develop Staff Members

- Develop, facilitate and oversee College Bound's new hire orientation. Making certain that new hires get a well-rounded look and view at College Bound's history, mission, vision, core values, program, college access philosophies, strategic plan, departments, procedures, policies, professional development resources and all other items deemed necessary and important for a successful onboarding.
- Schedule and manage the org-wide professional development calendar so that all team members are being trained and developed on skills that will push College Bound's mission and vision forward. In addition, the Learning & Development Coordinator will be responsible

for documenting attendance and tracking professional development hours and funds used of each team member.

- Recommend professional development resources to team members, managers and directors based on organizational goals, individual professional and personal development goals, common themes and trends from evaluation analyses, succession planning and other data deemed important.
- A goal of the Learning & Development Coordinator is to also create an online learning and development portal or expand on the JW Terrill portal that College Bound already has. In addition, all personal development requests will be filtered through the Learning & Development Coordinator for approval.

Additional Responsibilities

- Monitor existing AmeriCorps policies and procedures with an eye towards constant improvement, work collaboratively with the programs team by communicating effectively policies, procedures and actions that effect members, attend all grant required AmeriCorps trainings, maintain AmeriCorps personnel files and filing systems and all other duties otherwise assigned.

Skills and experience:

- Bachelor's degree required
- Exceptional oral and written communication a plus
- Ability to work with individuals from diverse backgrounds and skill necessary
- Strong interpersonal, organization skills and a background or education in HR preferred
- High attention to detail and commitment to excellence needed
- Ability to work as a team and individually desired
- Minimum of one year serving as an AmeriCorps member, two years preferred

Benefits and working conditions:

- Competitive benefits include a portion of paid employee health insurance, HRA, dental, short-term disability, life insurance and free vision insurance
- Work with a team of nationally renowned experts, high profile foundations, and business leaders for an amazing start up opportunity
- Flexible working environment that is child and pet friendly
- Play a vital role in a growing social justice organization privileged to work with hundreds of intelligent and deserving young people every day

Employees should have a valid driver's license, reliable transportation and be able to pass a motor vehicle background check.

How to apply:

Interested candidates please send a cover letter, resume, applicable certifications and licenses, salary requirements, three references and an electronic copy of diplomas/transcripts to: jobs@collegeboundstl.org with the subject Line: Name of Position. Some candidates may even be required to do a pre-screening assessment and will be alerted by the hiring manager if this is the case.

Applications will be accepted through 8/5/2021.

College Bound provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics, gender identity, gender expression, or sexual orientation (real or perceived). In addition to federal law requirements, College Bound complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

College Bound believes in the power of diversity as a starting point in the pursuit of racial, gender, social, and economic justice. We strive to create a culture where every individual is valued. We demand accountability and action from all individuals to serve with an open mind and from a place of compassion, love and humility. As an organization and as a community, College Bound commits to active listening and collaboration between students, families, alumni and staff to grow in understanding of how diversity and equity shape our work.