



POSITION TITLE: Program Coordinator - College Programs & Community Engagement

Friends of University Academy Background

Friends of University Academy (Friends of UA) is a 501(c)3 organization founded in 2010. The mission of Friends of UA is to facilitate educational programs and opportunities that support college readiness, college completion, and career success for University Academy students and alumni. The vision of Friends of University Academy is to empower University Academy students and alumni to reach their academic and professional aspirations by providing extraordinary life-long support.

This opportunity situates the successful candidate in a high-performing organization meeting one of the greatest challenges in our society: leveling the academic and professional playing field for low-income and minority students. The Program Coordinator fills a critical role having a direct impact on program quality and strategic initiatives leading to improved life outcomes. Website: www.friendsofua.org

POSITION OVERVIEW:

Reporting Relationships: This full-time position (40 hours/week) reports to the **Director, College Programs** ($\frac{3}{4}$ time) and the **Director, Community Engagement** ($\frac{1}{4}$ time).

Program Coordinator areas of responsibility:

- **College Readiness Programs (HS students):** assist with summer programs logistics for middle and upper schools, college visits, seminar classes
- **College Completion Programs (college students):** assist with alumni casework, College Incentive Program (CIP), scholarship applications, college care packages, alumni tracking and data management, alumni event logistics
- **Community Engagement and fundraising:** assist with event logistics, communications, marketing and data entry

COLLEGE PROGRAMS OVERVIEW

Friends of UA's College Programs cover two of three essential components of Friends of UA programming which are: College Readiness, College Completion and Career Success.

The mission of the **College Readiness Program** is to ensure that UA students are prepared to succeed with the academic, financial and social expectations and requirements of college.

The mission of the **College Completion Program** is to connect UA Alumni to the resources they need to complete college and build successful careers. This program aims to increase the probability of success in an institution of higher education and level the playing field for University Academy graduates by supporting personal, financial, career, academic, and social goals.

COMMUNITY ENGAGEMENT OVERVIEW

Friends of UA's **Community Engagement** initiatives include: development and implementation of community events (at least 15-20 per calendar year); coordination of the Friends of UA's annual gala; donor cultivation, management and retention; and marketing efforts including website maintenance and social media management.

Essential Duties and Responsibilities:

College Readiness - Interaction with University Academy students

In collaboration with the Director of College Programs provide:

- Coordination of Middle School Camps, summer study abroad and NOLS programs, and summer college experiences
 - Assist with application process
 - Create and distribute program materials (marketing materials, student agreements, program checklists, etc.) to inform students and families about programs
 - Plan and implement information nights, invitation ceremony and pre-departure orientation for program partners, students and families
 - Coordinate travel through a travel agencies and program partners
 - Respond to program needs as they arise
 - Collect post-program requirements for each student

College Completion - Interaction with University Academy alumni attending college

In collaboration with the Director of College Programs provide:

- Coordination of the College Incentive Program (CIP), College Scholarship Program (SAS) and Care Package Program
 - Notify students and alumni of program submission requirements and deadlines
 - Process awards and tuition payments to qualifying UA alums
 - Facilitate application process
 - Communicate program updates to UA students and alumni
 - Coordinate annual events with donors and students
 - Track recipients' completion of program requirements
 - Respond to special circumstances and questions from alums

Other College Program Responsibilities:

- Information/data collection, input and management
- Marketing
- One-to-One interactions with students and alumni
- Volunteer coordination and management
- Program evaluation
- Attendance at University Academy and Friends of UA events

Community Engagement - interaction with a wide-range of stakeholders

Under the direction of the Director of Community Engagement, assist with:

Events

- Assist with mailings, track event RSVPs and registrations
- Gala guest information coordination
- Coordination of event swag development and distribution
- Design, produce, and organize event signs, print and supplemental materials
- Create post-event inventories for gifts, marketing items, liquor, etc.

Marketing

- Coordinate marketing and fundraising mass mailings
- Assist with creating, updating and maintaining website content
- Assist with writing copy for special projects and resources
- Implement regular social media posts

Database management

- Enter donor and donation information into CRM database
- Ensure records are kept up to date

Communications

- Manage donor, vendor and volunteer acknowledgements

Required Qualifications:

- Bachelor's Degree from an accredited four-year educational institution
- At least 2 years relevant experience in professional setting

Preferred Qualifications:

- Demonstrated strong communication and interpersonal skills with students, parents, colleagues and community members
- Familiarity with a variety of social media resources
- Proficiency with all MS office programs including: Word, Excel & PowerPoint
- Excellent verbal and written communication skills
- Acute attention to detail
- Must be proactive and a team player
- Experience with CRM systems
- Ability to manage multiple tasks within established deadlines
- Experience working with low-income, minority, high school and college students
- Nonprofit program and/or fundraising experience

Job Type: full-time

Compensation: Friends of University Academy strives to provide a healthy and happy work environment by offering ample paid holidays, ten days of paid vacation, a health insurance stipend, a collaborative work environment, and free parking. The annual salary range: \$35,000 - \$40,000.

Application Review Begins: December 17, 2018

Anticipated Start Date: February 1, 2019

Work Location: Westport, Kansas City

Work Schedule: Monday - Friday 9am - 5pm, availability to work some evening and weekend hours.

To apply: Send your cover letter and resume to - *Hiring Manager, Friends of University Academy, 4049 Pennsylvania, Suite 400, Kansas City, MO 64111*

**University Academy Charter School Background**

University Academy is a K-12 college-preparatory charter public school located in Kansas City, Missouri that was founded in 2000. The founders of the school believe deeply that students living in Kansas City, Missouri deserve the opportunity to have an excellent college preparatory education. The school serves over 1000 students.

University Academy's mission is to prepare students to succeed in an institution of higher education and to be leaders in society. The vision of University Academy is to be the best college-preparatory charter public school in the country with an emphasis on college preparation, career development, community service and leadership.

University Academy's rigorous K-12 college-preparatory program is a critical component contributing to UA Alumni success in college. However, there is much more that can be done after students graduate from University Academy to support UA graduates in pursuit of a college degree and a fulfilling career - Friends of UA exists to meet this need.