



## **Coordinator Position Description**

### **About the African American Scholars Project**

The African American Scholars Project (AASP) addresses the academic disparities and social/emotional needs of high school students from the African Diaspora while providing a safe space and wrap-around support. For more information, please review our [AASP program description](#)

### **Position Summary**

The AASP Coordinator (1-2 positions available) is a 10 hours per week position whose primary responsibility includes AASP Intern oversight, workshop facilitation, community building, support and programmatic development. The Coordinator will report to the AASP Program Director as well as other staff members of MEB Consulting Group. Appointment begins mid-August and ends May 2022.

### **Preferred Requirements**

- Leadership and supervisory experience
- Strong written and verbal communication skills
- Understanding of multicultural and social justice issues
- Experience leading students or working in team environments
- Counseling and advising skills
- Community building and programming experience
- Available to work 10 hours per week
- Ability to travel to the Livermore, CA bi-monthly

### **General Responsibilities**

- A. Program & Community Development
  - a. Provide onsite supervision, guidance, and support to AASP interns
  - a. Serve as a role model for students, interns, teachers, and administrators
  - b. Maintain privacy, confidentiality, when appropriate, in assisting students
  - c. Establish rapport of positive cross-cultural communication with all students
  - d. Build relationships with students via workshops and other interactions
  - e. Assist with facilitation of workshops, seminars, and additional administrative work
  - f. Advise students regarding academic and interpersonal concerns
- B. Administrative Responsibilities
  - a. Assist with curriculum development and coordination of AASP related workshops (in-person and virtually) for students and families

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- b. Attend and participate in weekly meetings (team meetings, one-on-one, group meetings, etc.), training sessions and other duties designated by supervisor
- c. Provide onsite supervision, guidance, and support to AASP interns
- d. Report regularly, informally and in writing to the AASP Program Director and school administrators on student or community issues
- e. Complete workshop feedback forms and other assigned administrative tasks

**Compensation**

A monthly stipend of up to \$800 contingent on a commitment of 10 hours per week will be provided.

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### **Vision:**

AASP will provide culturally relevant programming that addresses identity development, emotional wellness, and college preparedness to all its participants.

AASP will empower student participants to be confident in their identity by providing resources, artifacts, and activities that promote positive identity development.

AASP will encourage the positive use of student voice to share their stories in a way that encourages community at their school sites.

### **Program Goals:**

- To address issues of disparity around college preparedness for the African American high school student population
- To increase the percentage of students who matriculate into community colleges and/or four year universities
- To improve feelings of belongingness in high school communities
- To improve self-esteem through identity development and academic success
- To increase high school activity participation as a result of community building and a more accepting campus climate

### **AASP Program Elements:**

#### **Student Workshops Panel Series**

- AASP students will participate in bi-monthly meetings
- Meeting themes will cover: community concerns, cultural awareness, and college readiness
- Students will engage in critical dialogue and activities while building their self-esteem and thus their capacity to thrive academically
- Students will have an opportunity to curate and produce their own podcasts and explore creative sound making through our partnership with Spotify's educational program, Soundtrap

#### **Program Wide Workshops**

- Workshops geared towards the entire family and will include a range of topics and presenters
- The goal is to create a sense of community for AASP families and students
- Exposure to a variety of opportunities and resources around community engagement and college awareness

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## **Intern Position Description**

### **About the African American Scholars Project**

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### **Position Summary**

The AASP Intern (3-6 positions available) is a 5-10 hours per week position whose primary responsibility includes workshop facilitation, community building, community support and programmatic development. The AASP Intern will work collaboratively and report to the AASP Program Director as well as other staff members of MEB Consulting Group. Appointment begins mid-August and ends May 2022.

### **Preferred Requirements**

- Leadership experience and demonstrated maturity working with high school students
- Understanding of multicultural and social justice issues
- Experience working in team environments
- Strong written and verbal communication skills
- Available to work up to 10 hours per week
- Ability to travel to the Livermore, CA bi-monthly

### **General Responsibilities**

#### **A. Community Development**

- a. Build relationships with students via workshops and other interactions
- b. Assist with facilitation of workshops, seminars, and additional administrative work
- c. Serve as a role model for AASP students
- d. Maintain privacy, confidentiality, when appropriate, in assisting students
- e. Establish rapport of positive cross-cultural communication with all students

#### **B. Administrative Responsibilities**

- a. Assist with curriculum development of AASP related workshops (in-person and virtually)
- b. Attend and participate in weekly meetings (team meetings, one-on-one, group meetings, etc.), training sessions and other duties designated by supervisor
- c. Assist with social media marketing, outreach, and communication efforts to students and families
- d. Report regularly, informally and in writing AASP Program Director and school administrators on student or community issues
- e. Complete workshop feedback forms and other assigned administrative tasks

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**Compensation**

A monthly stipend range of \$500-\$650 will be provided. Amount will be contingent on a commitment of up to 10 hours per week and if interns are selected to serve as an intern lead with additional responsibilities.