

**Organization:** Black & College Bound (College & Career Readiness Nonprofit)  
**Job Description:** Program Assistant  
**Reports to:** Founder & CEO

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**Black & College Bound**, a nonprofit agency that conducts college and career readiness programs, is currently seeking a Program Assistant to help support a nationally-expanding nonprofit organization making college admission and success possible for urban students through an intensive curriculum of coaching and support. We currently provide services in KC, Atlanta, NYC, and Minnesota. We provide students and parents with (1) ACT/SAT test preparation; (2) guidance in the college admissions/planning process; (3) assistance with resumes, business cards, and networking tools; and (4) mentoring for successful transitions to and through college. Currently, we work with neighborhood, community, school, and church programs to provide seminars that equip students and families with the insight, exposure, and coaching needed to support them along this process. For the 2013 summer, we are introducing one week teen summer camp sessions in KC, Atlanta, and NYC.

## I. Job Summary

The **Program Assistant** will assist and support the organization's Executive Director in carrying out program development, communications, organizational tasks, and programmatic support functions. The Program Assistant is asked to help coordinate events and organizational planning activities. Must be a self-starter who is savvy with technology, networking, and youth programming. Responsible for following up on numerous details while creating forms, documents, correspondence, and workshop materials. Must have great attention to detail and commitment to excellence.

In the course of this work, the Program Assistant will receive mentoring in methods for improving organizational effectiveness, leadership, public service, while contributing to a dynamic nonprofit organization, while providing administrative support to the chief executive. We are seeking a dynamic, high-energy, efficient individual to join our growing organization as part of our program leadership team.

**\*\*Seeking individuals who can help us connect with teens and families engaged in the college/career exploration process and partner organizations that support our endeavors.**

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## II. Specific Responsibilities

- A. **Assist CEO:** Work directly with CEO to carry out Coordinating the fund development activities to support the planning and execution of teen and parent training seminars offered in various cities.
- B. **Support Organizational Planning & Events:** Engage in team event planning, marketing, preparation of materials, logistics, events, registrations, and volunteer coordination duties.
- C. **Represent the organization** at various special events and community meetings. Identify partners who also serve youth or provide supportive resources that strengthen our programs.
- D. **Develop and Maintain Relationships:** Work to build and maintain successful relationships with workshop participants to capture and illustrate their "aha moments" for marketing purposes.
- E. **Possess and share insights** on challenges and fears involved when planning for life after high school.

F. **Recruit Program Participants and Staff:** Work with program team to recruit, engage, and register students and parents. This may include social media blasts, calling, e-mailing, posting announcements, holding information sessions, and answering applicant questions. *Heavily responsible for connecting our organization to other young adults, families, and community organizations serving youth.*

### III. Qualifications

1. **Program Support** – Assist the Executive Director in preparing program materials, policy research and analysis, and related program activities.
  2. **Communications Support** – Help the Executive Director monitor, prepare and disseminate written and spoken communications across multiple media.
  3. **Administrative Support** – Schedule meetings, organize travel logistics, maintain the calendar and provide related support to the Executive Director.
  4. **Information Management** – Help capture, process, and organize data and tasks to ensure effective management of Executive Director’s work load.
  5. **Technological: MUST POSSESS SUPERIOR COMPUTER SKILLS** used daily to prepare workshop materials, create forms, press releases, and presentations. Should also be familiar with spreadsheets & social media (Twitter, FaceBook, & blogs). ( Special consideration for MAC users with knowledge of Pages, Graphics, IPhoto & IMovie, Google Docs, or equivalent programs used for web updates of videos and student profiles - *desired, not required*) \*May request writing samples.
  6. **Maturity:** Must model youth leadership at all times, while teaching other youth to do so. Seeking self-starters with the ability to take initiative and self-manage projects through completion with minimal supervision. Servant leader with strong desire to empower others & deliver excellence at all times.
  7. Access to reliable transportation preferred, or means to attend community meetings as needed.
- IV. This College Internship is a nonpaid internship but a great resume builder for individuals seeking to gain extensive experience with youth, nonprofits, & organizational development. 25-30 hours weekly with performance bonuses, lunch, and travel/gas stipends available each month. Flexible scheduling options available.

### V. Apply: To apply send resume, cover letter and references to: (Use Subject: B&CB Assistant)

Deana Ervin, CEO, Black & College Bound at [blackandcollegebound@gmail.com](mailto:blackandcollegebound@gmail.com) (913.221.4106)

- 🗣️ *Cover letter must articulate why working with this opportunity is a fit for you and what you expect to contribute to the organization and young people engaged in their post high school planning process.*
- 🗣️ *List all pertinent organizational skills, talents, and abilities that can contribute to our efforts.*
- 🗣️ *Describe how you can use your network and skills to help us reach many other teens and parents to attend our workshops.*