



204 Westminster Street
Suite 2A
Providence, RI 02903
(401) 214-8218
www.youngvoicesri.org

Job Description: ACCESS Coordinator
Reports To: Program Manager
Commitment: Full Time (40 hrs/wk)
Effective Date: TBD

About Young Voices

Young Voices is an organization that works with high school-aged youth, predominantly BIPOC youth from Central Falls, Pawtucket, and Providence, to fight for education equity. Our year-round transformational leadership program creates youth-led spaces to elevate youth voice in policymaking that permanently impact the future of our world and our programs ensure that youth hone their essential skills and prepare them for post-secondary education and career.

Position Summary

Reporting directly to the Program Manager, the Alumni College Completion & Engagement Support Specialist (ACCESS) Coordinator will bridge the college-bound high school students of Young Voices with our network of 1,000+ successful BIPOC alumni. This exciting new role will develop a postsecondary plan for all Grade 9-12 students, assist youth with the timely completion of college planning milestones, and schedule regular networking events among alumni. The ACCESS Coordinator will fortify bonds of intergenerational leadership and foster a community where alumni remain connected to Young Voices long after their time with us has ended.

Responsibilities

- Track college progress and milestones among all regular Young Voices participants from Grades 9-12
- Assist with the completion of milestones such as finishing the common application, applying for financial aid, and seeking scholarships
- Schedule college campus visits and immersive experiences for youth
- Maintain regular contact with Young Voices alumni to track postsecondary outcomes
- Organize and coordinate quarterly networking events with Young Voices alumni
- Update and maintain the Young Voices alumni database
- Maintain and expand upon effective collaborative relationships with community partners and organizations
- Foster an environment of inclusivity, acceptance, and affirmation among youth, families, and staff



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Qualifications

- Strong knowledge of the postsecondary educational landscape in Rhode Island
- Strong knowledge of the college selection and financial aid process
- Experience in event planning and professional networking
- Experience working with BIPOC youth between the ages of 13 and 24
- Experience with youth organizing a plus
- Bilingual abilities a plus
- Excellent time management and organization skills.

Compensation and Benefits

- Salary Range: \$41,600 - \$50,000
- Vacation Days: 15 Days
- PTO/Sick Days: 15 Days
- Federal Holidays: 10
- Employee Health and Dental Insurance: 100% Coverage covered by Young Voices
- 403-B Plan: Young Voices matches up to 7.5%
- Parking
- Professional Development Opportunities

We are an equal opportunity employer. People of diverse backgrounds are encouraged to apply. Please submit your resume and cover letter to info@youngvoicesri.org.

We will review applications on a rolling basis until the position is filled.

Apply at your earliest convenience as we will review applications until the position is filled.