

## Organization: FuturesNW

### Role: Post-Secondary Pathways Program Assistant

#### General Information

**Location:** Whatcom or Skagit County, Washington

**Reports to:** Executive Director of Programs

**Hours:** Part-time, 15 - 18 hours per week

**Wage:** \$18.50 - \$20.50 per hour depending on experience and qualifications

**Job Type:** This job will be performed both virtually and in-person.

**About Us:** We are a non-profit on a mission to level the socioeconomic playing field by supporting students from underserved communities to achieve their career and college dreams.

#### Job Overview

The primary role of the Post-Secondary Pathways Program Assistant is to assist the Executive Director of Programs in all aspects of post-secondary pathways student support services, with a primary focus on financial aid application completion support. The Program Assistant will undergo intensive Financial Aid navigation training in order to serve as a knowledgeable Financial aid guide to students and their families. The Program Assistant will also serve as a workshop facilitator at specific local high schools throughout the region to help students gain the skills and resources necessary to reach their goals after high school.

#### Core Competencies

To perform the job successfully, the candidate should demonstrate the following competencies:

- **Sensitivity:** Communicates empathy and respect of individuals; ability to be appreciative of diverse perspectives and experiences.
- **Change Agility:** Able to embrace needed change; able to provide and implement feedback; effective in the face of ambiguity.
- **Integrity:** Must be honest and take responsibility for actions; ability to set healthy limits.
- **Values Community-Centered Practice:** Has a passion for the vision and mission of the organization and values community-centered practice and perspectives.
- **Active Listening:** Ability to effectively work independently and in partnership with team members and is actively collaborative.
- **Relationship Building:** Recognizes the importance of relationships; devotes energy to cultivating relationships.
- **Communicativeness:** Actively seeks and shares information; creates an open and accessible environment that encourages the flow of information.
- **Attention to Detail:** Pays close attention to detail and exhibits the ability to meet deadlines and work in a deadline-driven environment.

#### Key Responsibilities

- Using extended Financial Aid knowledge gained in training, provide Financial Aid application completion support services to students and their families
- As an official FuturesNW trained representative, attend all assigned financial aid workshops and application completion events (most events take place on weekday evenings and a few on the weekends)
- Attend financial aid training days (events typically take place during the day)
- Set and attend personal virtual financial aid office hours (students/families register for one-on-one support via Calendly)
- Learn and abide by security protocols for student privacy regulations
- Keep timely records of completion activities for each program participant and closely track the number of students served
- Serve as a workshop facilitator and pathway navigator for local students to help them plan for life after high school
  - Work with local high schools at your designated place/time to provide virtual or in-school workshops, focusing on important knowledge and skills for life after high school including self-advocacy, workplace readiness, and work-based learning activities
- Represent the organization as requested in any program-related matters and be available to help teammates working in other program areas as needed
- Other duties as assigned

This is a flexible role and different job duties will arise as the role progresses. Duties are sometimes contingent on school availability and potential Covid-19 restrictions. Please be prepared for change accordingly. *Candidates are required to have reliable transportation to be able to travel to multiple school (job) sites throughout Whatcom and Skagit Counties on a regular basis.*

**The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.** Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception. While performing these job duties, the employee is regularly required to listen to others and provide verbal feedback. The employee is required to frequently sit for extended periods of time, stand, walk, climb, or balance.

## Qualifications

### Minimum Qualifications:

- Working towards a degree in Human Services, Social Work, Education, or a related field
- A minimum of one year of work experience, preferably in an education setting or working with youth

### Personal Skills/Characteristics Required:

- Basic knowledge of the FAFSA or WASFA
- Highly organized
- Self-starter with a strong desire to learn
- Good oral and written communication skills, tactful and diplomatic
- Timely and reliable, responds to emails in a professional manner

### Preferred Qualifications:

- Knowledge of Google Workspace applications, Canva, SignUp Genius, and/or Squarespace
- Experience working with students with IEPs, 504 plans, or designated disabilities
- First-Generation student status
- Bilingual (Spanish/English)

*To apply, please send your cover letter and resume (including two professional references) to Megan Wingo at [mwingo@futuresnw.org](mailto:mwingo@futuresnw.org). Applications will be reviewed as they are received.*