The SEED Foundation

About SEED

As the first public, college-preparatory boarding schools in the U.S., SEED's mission and approach to education are unique. SEED schools are tuition-free and, by design, serve traditionally underserved students. Our schools and graduates are supported by The SEED Foundation. The SEED Foundation provides programmatic and operating support to SEED schools in Washington, D.C., Baltimore, and Miami. The SEED Foundation's College Transition & Success (CTS) team provides intensive, individualized support to each SEED graduate from their junior year of high school through their college graduation. The success of the SEED model has been showcased in media outlets and publications such as *60 Minutes*, *The New York Times*, *The Washington Post,* and in the documentary film *Waiting for "Superman*." President Barack Obama has hailed SEED as "a true success story." For more information, please visit www.seedfoundation.com.

Position Overview

The College Transition & Success (CTS) Program Coordinator manages projects designed to support the college transition and postsecondary progress of SEED graduates. The CTS Program Coordinator is an entry-level position which primarily focuses on managing professional development, college transition programming, financial education programming, and scholarships. This person will work closely with members of the CTS and school-based College Counseling teams.

Essential Duties and Responsibilities
- Coordinate professional development opportunities for graduates, including but not limited to: SEED Graduate Institute and SEED Graduate Ambassador opportunities
- Co-lead SEED Graduate Ambassador Program with SEED Foundation Communications Manager
- Oversee CTS events including but not limited to: Graduate Bowling Party, Graduate Panel, and SEED Scholarship Reception
- Provide guidance to CTS Intern and oversee designated projects
- Manage SEED Foundation Scholarship application, review, and disbursement process and other SEED-related scholarships
- Manage SEED Graduate Portal and oversee SEED graduate communication
- Manage CTS transition programming for SEED seniors
- Manage financial education programming
- Provide administrative and logistics support to team members as deemed necessary
- Other duties as assigned

The successful candidate will have

- A commitment to SEED's mission and the belief that with the right resources, any child can attend college and achieve his/her dreams
- Bachelor's degree or higher
- 1 - 2 years of experience working in a similar capacity
- Experience working with underrepresented students and a comprehensive understanding of the field of college access and success
- Experience with the financial aid and college enrollment processes
- Experience facilitating classes/workshops or public speaking
- Excellent organizational and time management skills, with an attention to detail and accuracy
- Ability to support and work with multiple team members to achieve goals in a deadline-driven environment
- Superb ability to work independently and within a team
- Ability to manage multiple ongoing projects
- Strong administrative, database management and records maintenance skills to handle confidential material
- Strong analytical skills with the ability to analyze data sets to determine trends, establish strategies, and make decisions
- High level of proficiency with MS Office to include Word, Excel, PowerPoint, and Outlook
- Highly adept at use of technology/web-based tools and social media, such as MailChimp, SurveyGizmo, SquareSpace, Facebook, Twitter, etc.

Employee Benefits

SEED offers a comprehensive compensation package that includes three weeks' vacation, eleven holidays, eight sick days, health and dental insurance, FSA reimbursement accounts (health care, dependent care, and transit/parking), life insurance, short-term and long-term disability and a 403(b) plan.

To apply for the CTS Program Coordinator position at the SEED Foundation:

Please forward your resume and cover letter, including salary expectations, to jobs@seedfoundation.com with "**SEED Foundation – CTS Program Coordinator**" in the subject line. *Applicants will not be considered without both a resume and cover letter*.

The SEED Foundation is committed to the letter and spirit of equality. It does not discriminate on the basis of race, color, religion, gender, sexual orientation or national and ethnic origin in hiring and employment, nor in the administration of its educational policies, admissions policies, scholarship and other programs.