Scholar Program Coordinator (Bilingual)

Job Title: Scholar Program Coordinator  
Reports to: College Success Manager  
Job Status: Full time (40 hours/week)  
Salary Range: $55,000 - $65,000  
Application Deadline: December 1, 2023  
Starting: January 2024  
Location: Washington, DC area

About Generation Hope:

Generation Hope is a nonprofit organization with a mission to ensure all student parents have the opportunities to succeed and experience economic mobility by engaging education and policy partners to drive systemic change and providing direct support to teen parents in college as well as their children through holistic, two-generation programming. To date we have provided over $1 million in tuition assistance, supported over 330 teen parents in college, celebrated more than 170 degrees earned through our program, and built relationships with 30+ two and four-year institutions across the country. For more information, please visit www.generationhope.org.

We are one of the “best non-profits in the region.” Read below to learn why.

By joining our team, you will be working for an organization named "one of the best nonprofits" by the Catalogue for Philanthropy. Not only do we live out and operationalize our values, we have done the work to create a culture that truly supports every member of our staff. The best part of our organization is the people, from the families we serve to the team we have deliberately cultivated. We strive for excellence while understanding the most valuable asset that we have is our people. We celebrate diversity in all of its forms, including thought, professional and lived experiences, race, gender - even taste in music. If this sounds like a mission and work environment you would like to contribute to and grow with, please consider joining our team.

Impact

The Scholar Program Coordinator is responsible for case management and program coordination to ensure Generation Hope Scholars are participating in healthy mentoring relationships and are on track to graduation. The Scholar Program Coordinator will have an
external impact in the following ways:

● Providing involved support to teen parents attending colleges across the D.C. metro area.
● Assisting with the planning of engaging program activities for Scholars, their children, and volunteer mentors (i.e. Sponsors).
● Ensuring Generation Hope is building and sustaining key community partners by conducting partner research and representing Generation Hope to nonprofits, donors, students, and various other constituent groups.
● Providing program evaluation support and progress reports to ensure Generation Hope is meeting its program goals.

Primary Responsibilities:

● Support a caseload of 20-25 Generation Hope Scholars, all of whom are teen parents in college, in the Scholar program, providing holistic case management including, but not limited to:
  o Academic planning
  o Assistance with navigating the college system, such as financial aid and transferring to a 4-year school
  o Making referrals for Scholars and assisting them in accessing government and community services
  o Providing emotional support
● Ensure our Scholars receive consistent and supportive mentoring through our robust mentoring program by supervising the mentoring relationships within your caseload, including addressing areas of conflict or challenge among Scholars and their mentors (i.e. Sponsors) in a productive, sensitive way that maintains and improves the Scholar/Sponsor relationship
● Maintain accurate program records through program database to ensure thorough program evaluation
● Assist with organizing and planning various program events, such as field trips, social events, and trainings
● Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; and participating in professional societies
● Other duties as assigned

WE ARE LOOKING FOR A HARDWORKING, INNOVATIVE, COLLABORATIVE INDIVIDUAL WHO THRIVES IN A FAST PACED ENVIRONMENT. THE SUCCESSFUL CANDIDATE WILL HAVE THESE QUALITIES/QUALIFICATIONS:

● Bachelor’s degree or equivalent combination of education and experience
● At least 1 year experience working with young adults; experience working with teen parents or marginalized youth a plus
● Bilingual (Spanish/English) required
● Record keeping and data entry skills
● Excellent communication skills, including writing, proofreading skills, and speaking
- Ability to make people feel comfortable and create rapport
- Fantastic customer service ethic and high expectations for quality
- Excellent office and computer skills. Proficiency in Microsoft Office and Google Suites is required
- Able to establish and maintain cooperative professional relationships with colleagues, donors, volunteers and the public.
- Willingness to adjust hours to accommodate the needs and schedules of Scholars and their families, and must be available for special events and trainings, which may occur on evenings and weekends.
- Access to a vehicle or reliable transportation to get to sites around the D.C. metro area on a regular basis
- Counseling and/or case management experience a plus
- Experience facilitating or co-leading workshops/trainings a plus
- Event planning experience a plus
- Personal qualities of honesty, credibility, and dedication to the mission and values of Generation Hope.
- Personal and professional commitment to understanding and dismantling systemic and institutional racism

**CANDIDATES MUST RESIDE IN WASHINGTON, D.C., VIRGINIA, OR MARYLAND BEFORE THE EMPLOYMENT START DATE.** Generation Hope has a hybrid remote and in-office work model.

Generation Hope provides full benefits, including 403(b), health, dental, and paid time off. More information on benefits can be found at generationhope.org/careers. As a safeguard to the health of our employees, participants, and community, all new hires must be fully vaccinated against COVID-19 by the employment start date. Our full vaccination policy is available [here](https://generationhope.org/careers).

To apply, please complete the online application here: [https://Generation_Hope.formstack.com/forms/apply_now](https://Generation_Hope.formstack.com/forms/apply_now). Please do not call.

Generation Hope is an equal opportunity employer. Generation Hope will not discriminate on any basis prohibited by law, including marital status, personal appearance, sexual orientation, gender identity or expression, family responsibility, matriculation, political affiliation, race, color, religion, sex (including pregnancy, childbirth, related medical conditions, breastfeeding, or reproductive health decisions), age, national origin, genetic information, veteran status, and disability.