



BACKGROUND

Since 1877, The Fresh Air Fund has unlocked the limitless potential of more than 1.8 million New York City children from low-income communities. Each year, thousands of children experience outdoor summer adventures through visits with volunteer host families along the East Coast and Southern Canada and at The Fund's camps in upstate New York. Fresh Air children also participate in year-round leadership and educational programs. The Fresh Air Fund is an independent not-for-profit agency.

The Fresh Air Fund is recruiting a College Connections Program Manager.

The College Connections Program is a college access and success program, designed to enable students from The Fresh Air Fund's (FAF) academic enrichment and leadership development programs to get into college, find funding to pay for it, and successfully adapt to college life and coursework through continued support. Components of the program include weekly volunteer-led workshops on topics related to college admission and transition, college admissions events and tours, SAT preparation, college identification and application, and continued structured mentorship support during the students' college years, often away from home.

RESPONSIBILITIES

- Oversee all aspects of the College Connections Program—including strategic vision, benchmarks, and future goals
- Develop and update curriculum which is facilitated by The Fresh Air Fund's team of volunteer mentors in small group meetings in an office setting
- Create, manage, and implement college access, college success, and financial aid workshops, programs and events for fall and spring terms and effectively communicate dates, events and programs to staff, mentors, students and families
- Plan and implement afterschool workshops and events for high school and college students, such as "college spotlight" events and college visits
- Provide college advising to high school students about post-secondary options in one-on-one sessions
- Monitor and assess high school students' successful matriculation to college and provide meaningful, ongoing support and mentoring throughout their college career
- Establish and maintain relationships with current high school and college students and their mentors
- Counsel students who encounter financial aid, housing, or academic concerns, including students taking a leave of absence from college
- Identify, create and maintain relationships with colleges/universities
- Identify and collaborate with organizations that provide relevant college readiness and success resources
- Supervise and train volunteer mentors and part-time program staff
- Prepare and oversee the budget in coordination with senior management
- Work closely with FAF staff to integrate new students into the program
- Keep up with current trends in college access and success, including active participation in the College Access Consortium of New York (CACNY), Goddard Riverside Options Center trainings, and more
- Other duties as assigned

QUALIFICATIONS/REQUIRED SKILLS

- Bachelor's Degree required; Master's Degree or professional certification in college advising preferred
- Skilled in public speaking and communicating with multiple constituencies (board members, funders, etc.)
- At least 3 years of experience with college access and success programs
- Experience and passion for working with youth from diverse backgrounds/communities
- Experience in program development, management, and data collection preferred
- Knowledge of the New York City public school system and college opportunity programs
- Comprehensive knowledge of federal and NYS college admissions and financial aid procedures
- Must have strong attention to detail, excellent communication skills, and a willingness to help the department as needed
- Must be able to work two evenings a week and occasional weekends for fall and spring semester programs
- Able to lead overnight and/or weekend college visits
- Fluency in Spanish or Mandarin preferred

Interested applicants should email a resume and cover letter to hharrison@freshair.org with **“College Connections Program Manager”** in the subject line. Incomplete applications will not be considered.

The Fresh Air Fund is proud to be an equal opportunity employer, committed to inclusive hiring, and dedicated to diversity in its work and on its staff. We strongly encourage candidates of all identities, experiences, orientations and communities to apply.