



**COMMUNITY BRIDGES, INC.  
(Full-Time, 40 hours/week)**

**High School Program College and Career Program Coordinator Job Description**

*Community Bridges, Inc., (CB) is a nonprofit organization with a mission to empower girls from diverse backgrounds to become exceptional students, positive leaders and healthy young women. We do so by addressing the developmental needs of young women and families living at or below the federal poverty level in Montgomery County, Maryland.*

*The CB Girl's program encourages girls in 4th through 12th grades to explore their identity and self-esteem, and to build their character in a safe space. Through our program girls develop personal responsibility, confidence, and leadership using a tested, grade integrated curriculum. Community Bridges College and Career Program connects high school juniors and seniors with the tools and processes for their next steps after high school graduation, with a strong emphasis on postsecondary education. Each girl receives counseling about their options, coaching through the application process, and toolkits and resources for successful enrollment in college and beyond.*

**Position reports to:** High School and College and Career Program Manager

**Duties Include (but not limited to):**

**Administrative**

- Collect Enrollment Forms, pre and post assessments and Permission Forms. Update participant files.
- Track and enter data on girls including; grades, attendance, pre and post assessments and SSL hours into data management system, Apricot.
- Work with staff to develop community events, including annual end of year showcase and career summit.
- Collaborate on monthly reports.
- Attend staff meetings and professional development trainings.
- Collaborate and track CB girls progress towards post-secondary success.

**Coaching/Counseling**

- Collaborate with school counseling staff.
- Send weekly email or text reminders and updates to participants.
- Assist students in creating an individual development plan.
- Schedule one-on-one meetings with students as needed.
- Encourage student participation in scheduled College & Career Readiness Workshops.

**Program Management**

- Facilitate during school and after-school programs for CBHS participants at local Montgomery County High Schools.
- Implement the Positive Youth Development approach and utilize best practices. Recruit and maintain 25-30 participants per cohort.



- Provide individualized support to each girl as needed.
- Develop relationships with key school and community personnel.
- Work in collaboration with High School and College and Career Program Manager and school staff regarding recruitment efforts.
- Maintain contact with school personnel on a quarterly basis or more as needed to discuss girls' progress and any necessary support.
- Attend relevant school and community meetings.
- Other duties as assigned.

**Qualifications:**

- Demonstrated commitment to positive youth development, social justice and social change.
- BA in education, family studies, gender studies, sociology, social work or a related field.
- Experience facilitating diverse groups with varied learning styles.
- Self-starter who identifies leadership opportunities within the organization.
- Is creative, ethical and able to work collaboratively and independently.
- Demonstrated ability to meet deadlines and manage time accordingly.
- Must pass a criminal background check and have a clean driving record.
- Experience in community organizing and project planning ideal.
- Evening and weekend work required. Must have reliable transportation to get to and from programs.
- Must have a valid drivers license.
- Fluent in Spanish is preferred.

**TERMS:** This is a full-time exempt position. In addition to an excellent benefits package, and consideration for a flexible work schedule, Community Bridges offers leadership training and professional development opportunities. Salary is commensurate with experience. Please send a letter of interest and resume to: Community Bridges, 8757 Georgia Ave, Suite 540, Silver Spring, MD 20910, **or e-mail to [sbabethomas@communitybridges-md.org](mailto:sbabethomas@communitybridges-md.org)**. Women, minorities and residents from underserved communities are strongly encouraged to apply. **Community Bridges, Inc.** does not discriminate on the basis of race, color, religion, sex, national origin, disability, or sexual preference.