

**COMMUNITY BRIDGES, INC.**  
**(Full-Time, 40 hours/week)**  
**College Access Program Advisor Job Description**

*Community Bridges, Inc. empowers 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 in under-resourced communities 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 seeks an individual who will fulfill the role of managing the CB Alumnae program and serve as the Advisor to college students through the College Success program.*

**Position reports to:** Director of College Access and Success

**Core Responsibilities include (role is in person in office or nearby locations)**

- Serve as an advisor for HS seniors for college access
- Serve as an advisor for HS Seniors for financial aid and scholarship application
- Support senior students in the creation of resumes," brag sheets" and Common App essays
- Support students in the college selection process
- Maintain contact with parents and support parents in the college decision making process
- Updating the College Success data tracker for students for periodic reporting including achievement of milestones
- Conduct one on one advising. Providing personalized college advising to alumnae as needed, as they go through the transfer applications, financial aid and scholarship search process
- Scheduling and conducting regular individual and group counseling sessions with alumnae in the fall and spring, primarily in person with follow up by phone or zoom as needed
- Supporting the alumnae, and parent as needed, in completing financial aid applications (Fafsa, Maryland State)
- Supporting the alumnae in resume creation, essays for college applications and scholarship application
- Managing the alumnae database including updating contact information, college major, expected graduation date, internship(s) and job placement for our alumnae
- Conducting one-on-one check-in for alumnae each semester

**Additional Responsibilities**

- Supporting the College Access Team with college programming including, but not limited College Workshops for Seniors, College Tours, Financial Aid events, College Decision Day, Graduation events and Staff Training
- Supporting the CAS Director in planning and implementing informational presentations and events for alumnae
- In coordination with the Director of CAS, conducting outreach to and serving as a liaison with college admissions and financial aid representatives as needed for alumnae
- Write letters for CB alumnae applying to scholarships
- Participate in professional organizations and associations focused on the college process, college access and success. ( i.e Potomac and Chesapeake Association of College Admissions Counseling, Common Application, College Board)

***Skills, Knowledge and Abilities***

- The ideal candidate will be familiar with Fafsa, MSFAA/One App, and MD CAPS, as well as Common Ap., comparing financial aid packages, and other systems used in the application process such as Naviance
- Familiar with Maryland institutions of higher learning both public and private
- Strong interpersonal and communication skills in relating to multiple audiences, including students, parents and educators
- Strong writing and organizational skills, attention to details and ability to consistently meet deadlines
- Experience in working with youth in an educational setting
- Knowledge of Federal and State aid programs and understanding of how to collect, organize and use data to improve practices

#### ***Education and Qualifications***

- Bachelor's degree with preferred coursework in education, counseling, social work, psychology or a related field
- Prior work experience with students in high schools, college access, college admissions, higher education, and youth development
- Must pass a criminal background check and have a clean driving record
- Evening and weekend work required in order to serve students
- Must have a valid driver's license and reliable transportation to get to various work sites
- Must present driver's license for insurance purposes

**TERMS:** This is a full-time exempt position. In addition to an excellent benefits package, Community Bridges offers leadership training and professional development opportunities. Salary range is \$50,000-\$55,000. Women, BIPOC and residents from under-resourced 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.

**If you're interested in applying:** Please send a letter of interest and resume to: Shannon Babe-Thomas, Executive Director at [sbabethomas@communitybridges-md.org](mailto:sbabethomas@communitybridges-md.org). Women, minorities and residents from under-resourced 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.