

**Job Title:** College Navigator and Youth Enrichment & Support Coordinator (1.0 FTE)  
**Reports to:** College Readiness Academy Program Manager and Youth Enrichment & Support Program Manager  
**Salary:** \$42,000 - \$45,000

**Position Description:** The College Navigator works within College Readiness Academy (CRA), a partnership that assists Adult Basic Education students in the transition to and through college through intensive college orientation, case management, and wrap-around support services. The Navigator assists students with college applications, financial aid and scholarship paperwork, selection of classes/programs, balancing study-work-family, and self-advocacy. S/he works with students in a classroom setting as workshop facilitator and one-on-one to address personal and academic challenges and to aid in successful entry into college and in completion of their first semesters. The Navigator coordinates the volunteer tutoring program, managing a small group of volunteers who provide academic support to CRA students. The Navigator shares the responsibility of recruiting students for CRA with the second Navigator and with the Program Manager. College Navigators are also responsible for detailed data collection and analysis in multiple databases, including a cloud-based customer relationship management system.

The Youth Enrichment & Support (YES) program provides individual case management and life skills classes to refugee and immigrant youth ages 14-24. The Coordinator's primary responsibility is to teach the 8-week curriculum throughout the year and collaborate with team members on student recruitment. The Coordinator will report to the Program Manager and collaborate with the YES Case Manager to support program participants.

This position is currently 100% remote due to the Covid-19 pandemic. Once it is safe to do so, work will be conducted from the International Institute's office in St. Paul.

**Background:** College Readiness Academy offers a free alternative to expensive remedial education classes offered at colleges. Instruction focuses on college-level reading, writing, vocabulary-building, computer, and study skills in order to support traditionally under-served students with academic and/or personal barriers to college. To supplement this academic preparation, two full-time navigators are on staff to prepare students for the transition into college and support them once they are enrolled.

**Job Qualifications:**

- Associate's degree or higher
- Experience working with New Americans and non-native speakers of English
- Familiarity with systems of higher education
- Proficiency in analyzing numerical data and communicating complex data in an accessible way
- Experience in advising, case management, college admissions, and/or teaching
- Preferred experience in education-related recruitment and outreach
- Preferred experience with CRM systems, such as Microsoft Dynamics or Salesforce
- Excellent organizational skills with the ability to handle multiple projects simultaneously
- Excellent written and verbal interpersonal/communication skills
- Skilled in problem-solving and able to take initiative
- Knowledge of local community resources
- Driver's license, insurance, and reliable transportation

**Duties:**

**CRA Navigation:**

- Assist students one-to-one in developing individual education plans, registering for classes, and applying for financial aid and scholarships
- Support students through the trajectory of their degree program, including but not limited to academic planning and support in overcoming personal obstacles
- Collaborate with instructors to integrate navigation into their classrooms and discuss student progress
- Present weekly lessons on topics such as goal setting, choosing colleges & careers, understanding a syllabus, interpreting program guides, understanding financial aid, and time management

- Work closely with CRA staff to share resources, organize protocols, allocate tasks, and address gaps in services
- Maintain detailed and accurate participant records and program outcomes in databases
- Coordinate volunteer tutoring program, including management of a small group of volunteers and collaboration with the Institute's Volunteer Coordinator
- Prepare regular program reports for leadership and program partners
- Collaborate with the other college navigator to lead new student recruitment and registration
- Present at regional and state conferences on behalf of College Readiness Academy
- Work a minimum of one day at the annual Festival of Nations event

**Ready4Life Coordinator/Teacher:**

- Collaborate with Program Manager to recruit new participants into the program.
- Develop new relationships with community stakeholders to recruit the target demographic.
- Teach Ready4Life curriculum.
- Collaborate with the Case Manager to ensure student needs are being met.

**To apply:** Please send résumé and cover letter to Elizabeth Fontaine for consideration.

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