THE RESURRECTION PROJECT
LA CASA STUDENT HOUSING

JOB DESCRIPTION

Position Title: LA CASA STUDENT SUPPORT COORDINATOR

Supervisory Relationship: Director of La Casa Student Housing & Resource Center

Organization General Description: The Resurrection Project (TRP) is a 501(c)(3) community development organization. Founded by a coalition of Pilsen churches in 1990, TRP’s mission is to build relationships and challenge people to act on their faith and values to create healthy communities through organizing, education and community development. The organization primarily serves low to moderate income families in Pilsen, Little Village and Back of the Yards.

General Job Description: The La Casa Student Support Coordinator is responsible for planning and coordinating a variety of activities that equip students to successfully navigate through college. For the purpose of this position, success in college entails attention to three dimensions: (1) academic preparedness, (2) academic tenacity, and (3) college, financial aid, and career knowledge. The Coordinator will work with external partners to create academic, career and leadership opportunities for the La Casa student residents. This includes creating opportunities for students to communicate with college staff and peers, helping new students adjust to college life, and making sure that each student maintains a positive outlook of educational and career prospects. In addition to coordinating visits, workshops and other events that inform and engage La Casa residents, the Student Support Coordinator will be responsible for recruiting and training mentors. The La Casa Student Support Coordinator will ensure positive matches between La Casa residents and their mentors, and between the La Casa residents and internship sites.

The Student Support Coordinator must be able to communicate effectively and respectfully with families that have no prior college-going experience, maintain confidentiality, and respond appropriately when discussing sensitive personal information shared by La Casa residents and their families, guardians, and/or sponsors.

The Student Support Coordinator will also support the Director of La Casa in familiarizing prospective students, parents and other stakeholders at secondary and postsecondary institutions, community-based organizations, and other related groups with the educational programs and services of La Casa. Frequent collaboration with the La Casa Outreach Representative and the Resident Advisors is expected to develop programs and related activities that promote academic excellence, civic responsibility, and leadership.

Primary Job Duties and Responsibilities:

PROGRAMMING
- Coordinate workshops for current and prospective student residents and their families, including scheduling workshop dates and times, identifying expert presenters, and creating and facilitating workshop presentations when necessary.
- Assist with planning and coordinating a variety of college readiness, access, and success efforts that help community members and La Casa residents to successfully navigate from high school to college and from college to career and graduate level educational opportunities.
- Oversee all aspects of mentoring program, including developing mentor and mentee orientations, conducting mentor and mentee handbook, conducting mentoring activities, and ensuring successful mentoring matches.
- Develop database of internship providers locally and throughout Chicago. Work with residents to place them into appropriate internships. Conduct follow-up with students and internship hosts to ensure successful internship placements.
- Maintain active listing of service opportunities and help link students to these activities, as appropriate.
- Foster relationships and cooperation to create a seamless transition from college and La Casa Student Housing to life after college, including exposure to high-demand careers and graduate school options.

RELATIONSHIP BUILDING
- Establish personal and meaningful relationships with current and prospective residents to assess their needs and overall satisfaction with the living and learning spaces, programs, and services of La Casa Student Housing & Resource Center.
- Develop and maintain relationships with professionals and professional groups to identify opportunities to collaborate and to recruit internship opportunities, mentors, guest speakers, and workshop providers.
- Develop personal relationships with cultural, academic, and other support staff at high schools, college campuses, and other related groups and organizations in order to refer current and prospective La Casa residents to additional services whenever necessary.

RESIDENT RECRUITMENT, ENROLLMENT AND MANAGEMENT
• Assist the Director of La Casa and the Outreach Representative with recruitment and enrollment of student residents, including collection of applications and coordination of successful move-in and -out of residents.

• Work in coordination with the Director of La Casa and Resident Advisors to ensure positive living experiences for current and prospective residents, ensuring La Casa policies and procedures are adhered to, and have a thorough knowledge of resources in the community for any referral needs that may arise.

ADMINISTRATIVE
• Track program outcomes, including student interest, participation, placements, and project completions.
• Create any additional templates, data tracking systems, and forms that become necessary and revise existing operating documents as needed.
• Attend staff meetings and events to maintain an active working relationship with supervisor and other staff of La Casa Student Housing and at The Resurrection Project.

Essential Knowledge and Skills
• Bachelor’s degree in education, social work, psychology or other relevant field. Masters preferred.
• Experience working with high school and/or college students on initiatives relevant to college admission, college match, financial aid process, career coaching, and/or residential life preferred.
• Experience developing college and career readiness, mentorship, internship and/or retention programs preferred. Knowledge of the Illinois transfer articulation agreements is a plus.
• Working knowledge of colleges and nonprofit organization in Chicago.
• Demonstrate a passion for public service and an interest in non-profit and philanthropy.
• Possess excellent interpersonal and communication skills, bilingual Spanish/English preferred.
• Ability to work independently and collaboratively with diverse stakeholders, including students, parents, educators, and community partners.
• Proficient in using a variety of computer programs and social media venues, including but not limited to Microsoft Office software and Facebook.
• Ability to handle multiple tasks and projects effectively within established timelines.
• Ability to treat confidential information with sensitivity and integrity.

Special Working Conditions and Demands
A La Casa Student Support Coordinator must:
• Be available to work evenings and weekends.
• Possess a valid Illinois driver license.
• Be available on call in case of emergencies.
• Be willing to accept special staffing duties as they arise. Special staffing duties could include organized La Casa events, recruiting events, and activities on weekends before finals, etc.
• Attend and participate in all required staff meeting and trainings.
• Accept responsibility for working weekends and evenings on a schedule that may change each term to complement the living-learning needs of La Casa residents.
• Be available through the end of each academic term to assist in closing down a majority of the residences for the winter and summer breaks.
• Read and understand La Casa policies and manuals.

Application Process
Qualified candidates will continue to be considered until the position has been filled. To apply, e-mail a cover letter and resume to:

Ms. María Bucio
Director of La Casa Student Housing & Resource Center
The Resurrection Project
mbucio@resurrectionproject.org

Position Classification
Exempt

Statement of Equal Opportunity
The Resurrection Project is an equal opportunity employer and does not discriminate on the basis of race, age, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, or gender identity or expression.