



## POSITION ANNOUNCEMENT

**Title:** Admissions and Outreach Associate / JOBS NOW  
**Location:** San Francisco Bay Area

### ORGANIZATION DESCRIPTION:

Founded in 2000, Year Up is a non-profit organization with a mission to prepare urban young adults aged 18-24 for life and work in our technology-driven society, while guiding them toward successful careers and higher education. Through a one-year, intensive training program, students receive a unique combination of hands-on technical and professional skills, college credit and corporate internships.

In our tenth year of operation, Year Up will serve more than 1,000 students per year across six sites in Boston, Providence, Washington, D.C., New York City, San Francisco and Atlanta, and expects to open the Chicago site in the summer of 2010. Year Up continues to be recognized as a non-profit leader; we have received numerous awards, including Fast Company Magazine's Social Capitalist Award for innovative business model and social impact in 2005, 2007 and 2008. In 2009, when 75% of non-profits either did not grow or remained flat, Year Up grew its revenue by 23%, enabling us to increase the number of students served by 56% each year since our founding. Much of our success is attributed to our talented and committed staff. Please see [www.yearup.org](http://www.yearup.org) for more information about our program.

### POSITION OVERVIEW:

*Year Up has an opening for JOBS NOW-qualified applicants. The applicant should be registered and pre-qualified through the JOBS NOW City-sponsored program: <http://www.sfdaas.org/1283.htm> (1-877-JOB1NOW).*

The Year Up San Francisco Bay Area Admissions & Outreach Associate will build and manage the coordination of the Admissions Department's administrative processes and related functions. The Associate will also assist in the planning and participation of outreach events.

In keeping with Year Up's values, the Associate will also interact with current and prospective students as a group facilitator, advocate, and community member, participating in creating and sustaining a positive educational environment, with trust among students, faculty and community members.

### KEY RESPONSIBILITIES:

#### Admissions and Outreach

- Coordination of Admissions Department's administrative related functions, enrollment, data collection and filing systems (Responding to admissions related calls, scheduling of interviews, forms collections, documents for learning assessments, risk ratings and decision forms)
- Coordination of work assignments of Outreach Staff
- Design and produce regular reports to track, document, and measure community outreach progress
- Coordinate and/or schedule outreach and presentations in the community

#### Database Management

- Overall coordination of and responsibilities of data entry (prospective interest forms, interviews, all admissions related documents, completed applications, enrollment support & follow up) into Year Up national database system and other data collection tools
- Refine and review data entered into the national database system for integrity and accuracy
- Periodic updates on Salesforce at department meetings
- Collaborate with admissions and database team staff members from each of the sites to build and hone effective tools and systems and to share best practices across the network
- Provide/ generate reports (stats/data) for various departments (executive director, grants, admissions and student services)

### QUALIFICATIONS:

- A proven passion for working with urban youth and an unshakable belief in their potential
- Experience in admissions and database systems, and a talent to make a difference
- A creative, resourceful, responsive style with a strong attention to detail and follow-through and the ability to work independently and as a team player
- Effective communication/public speaking skills, and the ability to connect with people from a variety of different backgrounds
- Ability to lead, willingness to be led, and comfortable with situational leadership
- Enjoy working in a fluid, non-hierarchical, dynamic organization with a minimal amount of direction
- Bachelor's degree preferred

Salary is commensurate with education and experience. Year Up also offers a competitive benefits package including healthcare, dental, 401(k) match and vacation.

**TO APPLY:**

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To apply, please send your resume along with a cover letter addressing why you would like to join Year Up and how your experience has prepared you for the challenge of this role to **Jessica Cogan** at [jcogan@yearup.org](mailto:jcogan@yearup.org). Please title the e-mail ("**Admissions and Outreach Associate**") and include how you heard about the position. No phone calls, please.

*Year Up is an equal opportunity employer.*