



# SERVICE DESCRIPTIONS

College Possible (formerly Admission Possible) is a 501(c)(3) nonprofit making college admission and success possible for low-income students through an intensive curriculum of coaching and support. Our after-school services include (1) academic support through ACT/SAT test preparation; (2) college application assistance; (3) financial aid consulting; (4) guidance in the college transition; and (5) support toward college degree completion. College Possible utilizes full-time AmeriCorps State, National and VISTA members. All three programs are civilian service programs targeting community needs in the United States.

## I. Position Summaries

**A. COACHING:** Serve in a direct capacity providing guidance and support to a group of high school or college students. *Positions include:*

### **AmeriCorps High School Coach**

Serve as a College Possible coach in a high school. Support juniors by providing ACT/SAT test preparation and work with students on an individual basis providing subject specific assistance. Guide seniors as they complete the college application process including: essay writing, applications for admission, scholarships and the FAFSA. Reports to High School Program Team.

### **AmeriCorps College Coach**

Serve as a College Possible coach for high school program graduates as they transition from high school into college. Maintain communication and offer services to alums in college either from a college campus or College Possible offices. Help link students to student services already available on campus, and plan on- and off-campus events for alums. Reports to College Program Team.

---

**B. COMMUNITY PARTNERSHIPS & PROGRAM ENRICHMENT:** Coordinate with outside organizations to create additional opportunities for students. *Positions include:*

### **Workshop/Volunteer AmeriCorps Member**

Partner with College Possible high schools to coordinate college planning workshops for the 9<sup>th</sup> and 10<sup>th</sup> grades; help conceive and organize two program-wide community service days for College Possible students. Additional responsibilities include, but are not limited to, serving as lead substitute in junior and senior class sessions and helping with annual student recruitment efforts. Reports to Community Partners Team.

### **Events AmeriCorps Member**

Organize College Possible campus visits; develop relationships with campuses across the country; organize program-wide kick-off event and graduation ceremony, four practice ACT exams, and other outside events. Reports to Community Partners Team.

### **Consortium AmeriCorps Member**

Lead all efforts for College Possible's College Consortium; establish and maintain excellent communication and relationships with consortium schools; plan and implement campus visits to member colleges; track student application and enrollment progress; provide support to students and coaches throughout the year. Reports to Community Partners Team.

---

*(continued on back)*

**C. EXTERNAL RELATIONS & ORGANIZATIONAL EXPANSION:** Serve in a behind-the-scenes capacity to help secure resources and assist the expansion of the organization. *Positions include:*

#### **Communications VISTA**

Serve on the external relations team by providing capacity building support in media relations, strategic communications and marketing. Specific projects include: writing for newsletters, website and news releases; graphic design projects; photography of coaches & students for publications; and website maintenance. Reports to External Relations Team.

#### **Development VISTA**

Serve on external relations team by providing capacity building support on fundraising initiatives. Projects include: event planning, writing for grant proposals and letters, maintaining a grants calendar, conducting Internet donor research and soliciting in-kind donations from local businesses. Reports to External Relations Team.

#### **Program VISTA**

Assist in creating systems that centralize and improve student and volunteer recruitment efforts. Support professional evaluators and leadership team in implementing program evaluation. Plan and sustain exploration efforts for new and start-up branches. Draft written materials outlining the organization's approach to communications, technology, office management and other functional areas.

## **II. Required Skills**

College degree required. Ideal candidates will have demonstrated leadership skills, a high level of achievement in academics, employment and/or other pursuits, and a commitment to the mission of College Possible. Candidates of all academic majors are welcome to apply.

## **III. Compensation**

Compensation includes a living allowance, health coverage and a \$5,550 Education Award that can be used to repay student loans or future education expenses. Student loans may be deferred. 10-month or 12-month commitment, depending on position, beginning in August 2012 is required.

## **IV. To apply**

Our application is available online at [www.CollegePossible.org/apply.html](http://www.CollegePossible.org/apply.html).

Application materials include:

- 1) Resume
- 2) Application
- 3) Two reference forms
- 4) College transcript (unofficial is acceptable)

The Priority Deadline is February 8th, 2012 at noon CST and the Regular Deadline is March 7th, 2012 at noon CST. Selected Priority Applicants will have the opportunity to attend an earlier set of interview dates and potentially secure one of our very competitive AmeriCorps/VISTA positions. Priority Applicants will also be considered for both deadline, so those applicants not selected for an early interview will be reviewed again for later interview dates unless notified otherwise.

**Please visit [CollegePossible.org](http://CollegePossible.org) for more details and email [AmeriCorps@CollegePossible.org](mailto:AmeriCorps@CollegePossible.org) with any questions.**



*AmeriCorps is committed to engaging individuals without regard to disability, gender, race, religion or sexual orientation. Reasonable accommodations provided upon request to qualified individuals. If you feel you need an accommodation, please notify College Possible.*