



## **Job Description**

<b>Position Title:</b>	Scholarships Coordinator
<b>Employment Classification:</b>	Full-time; Hourly; Non-Exempt
<b>Reports to:</b>	Director of Youth Services
<b>Department:</b>	Program

**Position Summary:** The Scholarships Coordinator primarily provides administrative and clerical support for the CTF Scholarship Program

### **Major Areas of Responsibility:**

- Serve as main Scholarship contact to assist clients with questions, document collection, referrals, etc.
- Review applications - determine appropriateness of application, and recommend action based on client eligibility and program guidelines
- Communicate with clients about their scholarship/grant application/eligibility status. As needed, schedule a client meeting for orientation/assessment with a Youth Support Specialist (YSS), refer to additional resources, request additional documents, etc.
- Process applications - determine appropriate funding amount and payment schedule and disburse scholarship/grant funds
- Assist with the Advanced Studies application and interview process
- Plan and coordinate all events for Advanced Studies students
- Conduct outreach and provide education in the community to recruit potential scholarship applicants
- Develop and maintain positive and professional relationships with staff at local colleges, as well as Orangewood Donors
- Update and maintain program database and hard files to track student information
- Provide support to other Programs as needed
- Provide reception desk back-up coverage as needed
- Provide meeting/event support (preparation, facilitation, minutes and/or reports) for Program Committee, Rising Tide Board, Advanced Studies Committee, etc.

### **Knowledge, Skill and Experience Requirements:**

- Bachelor's Degree preferred or high school diploma with two years of experience or more performing administrative functions as well as providing customer service is acceptable
- Excellent customer service and organizational skills; Ability to self-start, work independently, and multi-task; must thrive on diverse assignments, deadlines and taking direction from multiple supervisors
- Excellent written and oral communication skills and comfortable speaking on the phone
- Be comfortable with and understand adolescent & child abuse issues
- Proficient in all Microsoft Office applications, Outlook, Excel, Power Point. Also proficient with data entry.
- Possess knowledge and understanding of higher education financial aid, scholarship opportunities and grants
- Bi-lingual English/Spanish preferred
- Posses a valid California driver's license and proof of automobile insurance

- Pass a background check

**Essential Qualities:**

- Understanding of and passion for the Foundation's mission and vision
- Exemplifies organizational core values of accountability, integrity and respect
- Demonstrates organizational operating principles of communication and teamwork
- Displays the organization's essential attitudes by Approaching projects, activities and other job functions with flexibility and a positive attitude
- Must be a team player

**Working Environment/Physical Requirements:**

Primarily an office job. Occasional driving to meetings/trainings. Physical requirements include standing, sitting, typing, bending and lifting up to approximately 40 lbs.

Modification to work schedule may be made based on need of the Foundation.

*Orangewood Foundation is an Equal Opportunity Employer.*