



EMPLOYMENT OPPORTUNITY

KYCC's Family Source Center has two primary goals: (1) increased family income; and (2) improved academic outcomes for students, to complete High School/GED, and access post-secondary education. The College Success Specialist will develop College Access programming and track outcomes to promote academic outcomes and promote higher education.

KYCC's Family Source Center services include information and referral, intake and assessment, case management, financial literacy, multi-benefit screening and enrollment, individual service strategy development, food assistance, child care, employment and training, financial coaching, income tax preparation assistance (VITA), transition to middle and high school workshops, tutoring, arts education, mental health counseling, counseling and college corner/workshops (SAT, financial aid and college application preparation).

We have been serving our diverse community for more 50 years, and if you're passionate about creating change within our community, one family at a time, we'd like to meet you!

College Corner Success Specialist (Part-time, Non-exempt)

Unit: Youth Services (FamilySource Center)

Positions Available: 1

Posting Date: 08/03/2026

Reports To: Lead College Success Specialist

Salary: \$23.00 hourly, plus eligibility for benefits

Summary: Under the direction of the Lead College Success Specialist, the College Corner Success Specialist is a direct service position and is responsible for implementation of programs and services. This position is intended for individuals who are currently enrolled in an accredited college or university or who have graduated within the past two years; however, exceptions may be made for candidates who possess equivalent qualifications or experience that meet the needs of the program.

This is a part-time, non-exempt position, working 30 hours per week. The typical schedule for this position is Monday-Friday, 12:00 p.m. – 6:30 p.m. Occasional morning, evening and Saturday shifts may be required to support program activities and events. **This is a temporary position expected to end on June 30, 2027.**

Duties / Responsibilities

- **Program Coordination and Service Delivery:**

- Coordinate and oversee all phases of the Youth Workforce Development (YouWork) Program, including participant recruitment, outreach, enrollment, orientation, employment readiness training, internship placement, ongoing participant support, and program completion.
- Support the planning and delivery of college readiness workshops and activities related to financial aid, tuition, college applications, housing, college tours, and other college success services.
- Assist in the recruitment and programmatic follow-through of a minimum of 100 students for College Success programs.
- Complete FamilySource Center (FSC) intakes for College Corner participants with support from the FSC Intake Specialists, Lead Case Manager, and Case Managers.

- **Participant Case Management and College Success Support:**

- Provide individualized case management and coaching by monitoring attendance, internship performance, professional development, completion of program requirements, and progress toward educational, employment, and career goals while ensuring compliance with contractual and program requirements.
- Refer and connect participants and families to FSC programs and services, including LAUSD PSA counselors, financial coaching, housing stability services, other KYCC programs, and community resources to support improvements in family income and academic achievement.



- Participate in the development of individualized college plans with families through the Parent Promise component in collaboration with the LAUSD counselor.
- **Partnerships, Outreach and Program Administration:**
 - Conduct off-site visits to partnering high schools to strengthen relationships with school staff and administrators and support successful program implementation.
 - Enter participant follow-up services, case notes, and progress updates into the Salesforce data management system.
 - Track participant outcomes and submit monthly outcome reports to the Youth Services Manager, Lead College Success Specialist, and FSC Coordinator to monitor progress toward contractual goals.
 - Participate in community outreach activities to promote program awareness and increase access to services.
 - Participate in agency special events throughout the year, including, but not limited to, community distribution events.
- **Attend Relevant Meetings and Professional Development Trainings/Workshops.**
- **Other duties as assigned by the Manager and Lead College Success Specialist.**

Minimum Requirements / Qualifications (All applicants MUST meet the minimum qualifications):

- Currently enrolled in or recently graduated (within the last two years) from an accredited college or university with a bachelor's degree or coursework in social work, psychology, child development, education, human services, or a related field.
- Demonstrable knowledge and skill in case management and supervision, and social services.
- Bilingual capacity (Spanish/ English or Korean/English).
- Have working knowledge of high school A-G requirements, SAT/ACT, FAFSA/The California Dream Act, college applications, EOP and community college transfer requirements highly preferred.
- Ability to organize and prepare documentation in a timely manner.
- Possess initiative, flexibility, and ability to work under pressure without direct supervision.
- Demonstrable working knowledge of the use and operation of personal computers, Microsoft Office (Excel), Zoom, Google Suites, and database entry.
- Strong interpersonal, organizational, written and communication skills.
- Strong commitment to working with a multicultural community.
- Ability to work collaboratively with others and a willingness to participate fully in the team process.
- A valid Class C California Driver License, access to a personal automobile and proof of auto insurance.
- Proof of eligibility to work in the United States.
- Physical requirements: seeing to observe and supervise children and to inspect documents; hearing to hear a child calling for help; ability to communicate with KYCC staff, clients and public; sitting and standing for extended periods of time; bending, kneeling and reaching to retrieve and replace files; and dexterity of hands and fingers to operate office equipment. Ability to lift up to 40 pounds.

NOTE: The selected candidate will be required to complete a Livescan (fingerprint process) and/or background check and a TB test after a conditional offer of employment has been extended.

To apply, please submit a **cover letter and resume**.

SUBMIT AN APPLICATION