

**CANAL ALLIANCE
JOB DESCRIPTION**

TITLE: [OBJ] College Transition Navigator
DEPARTMENT: College to Career
SUPERVISOR: [OBJ] College Program Senior Manager

GRADE: NEED TO FILL IN
STATUS: Non-Exempt
FTE: 1.0

About the Organization

For more than three decades Canal Alliance has been the leading service provider and community advocate for Marin's low-income, Spanish-speaking immigrants. Canal Alliance helps vulnerable members of this target population acquire the tools they need to thrive.

Position Summary:

The College to Career College Transition Navigator is responsible for helping High School Seniors from the University Prep! program to transition to the College to Career program. In addition, the role involves monitoring progress and aligning support for students during the first two years of college. A successful candidate is a passionate believer in the power of education to improve the lives of immigrant youth and their families. The College to Career College Transition Navigator reports to the College to Career Senior Manager. Candidates should have the ability to work Monday-Thursday from 10am-6pm PST and Friday from 9am-5pm PST, including occasional evenings and weekends. This is an in-person role, with occasional hybrid opportunity, requires proof of Covid-19 vaccination, and candidates must live in the State of California.

Essential Functions:

- Provide transition to college and academic case management and progress monitoring for approximately 15 High School seniors and up to 20 college students.
- Work with University Prep! program High School supervisor to support HS seniors.
- Support HS students with the college application process, preparing them for the academic, financial, and emotional demands of college.
- Support college transfer process for student caseload.
- Build out group case management to streamline avenues of student support.
- Be aware of Canal Alliance scholarship requirements for college students, tracking timely submission of necessary documentation within student caseload.
- Provide college case management to first-year students in caseload, helping them transition to the College to Career Navigator
- Identify needs and support students in vocational or alternative pathway programs.
- Align and connect internship and scholarship opportunities to students in caseload.
- Input, maintain and monitor student information, data, progress, interventions, and retention.
- Support Supervisor and College to Career Navigator with monthly workshop presentations, facilitation, and attendance tracking.
- Work in partnership with all Canal Alliance departments and outside organizational partners when needed.
- Attend program and other required meetings.
- Provide support to supervisor and manager as needed.

Other Responsibilities:

- Other duties as assigned by supervisor.

Education and Experience Requirements

- Bachelor's Degree from accredited college or university **OR** relevant case management experience
- Minimum 1-year experience working with High School and first-generation college students and/or students from underserved backgrounds.
- Proficiency in Microsoft Word, Excel, and Outlook
- Bilingual in Spanish and English **(Preferred)**
- Experience working with Salesforce and/or other CRM **(Preferred)**

Knowledge, skills, and abilities

- Knowledge of minimum college entry requirements and college application process
- Knowledge of the transfer process from 2-year institutions to 4-year institutions
- Ability to establish positive and cooperative relationships with students, families, staff, and partners.
- Ability to approach students, families, and staff with a culture responsive lens.
- Ability to collect student data and work with your team's support to analyze the program's effectiveness.
- Ability to effectively communicate information both verbally and in writing.
- Ability to take initiative, follow directions, and handle multiple tasks simultaneously.
- Strong time management and organization skills
- Valid CA Driver's License and reliable transportation required.

Compensation

This is a full-time, non-exempt position with benefits. We offer a competitive hourly range of \$26/hr with a benefits package that includes:

- 3 weeks paid vacation per year
- 12 days of sick leave per year
- Paid Birthday each year
- 16 paid holidays per year
- 100% paid employee medical & dental insurance, life insurance, LTD, and EAP.
- 403(b)-retirement plan with employer match of up to 4% after 3 months of employment.
- Voluntary benefits include FSA, vision, life, and pet insurance, as well as coverage for dependents.
- Telehealth for physical and mental health

"Canal Alliance is planning to embark on a 4 Day Work Week Pilot (with full pay), set to run February to June, with typical work hours Monday through Thursday 10am to 6pm for this position."

Location

This is a hybrid position requiring 3-4 days per week at our office in San Rafael. Attendance at quarterly in-person staff retreats is required.

Canal Alliance Equity and Inclusion Statement

Canal Alliance actively promotes and recognizes principles of fairness, equity, and social justice in relation to, and across, intersections of race, age, color, national origin, ethnicity, citizenship, sex, sexual orientation, gender identity, gender expression, religion, disability, ancestry, and all other identities.