



Inversant Program Coordinator

Inversant's mission is to ensure that through parental engagement every low-to-moderate income family has the resources and understanding they need to achieve their goals for higher education. The Inversant Program Coordinator will assist Inversant's programming team in implementing our services to our partners all over the greater Boston area. This full time position consists of approximately 40 hours per week, the majority of which will be spent preparing and administering program data and providing assistance to the implementation of program services. The ideal candidate is detailed oriented, organized and has some experience working with diverse populations.

Key Responsibilities include:

1. Learning Circle Facilitation Support (40%)

- Master content through a training program and regular practice sessions with Inversant throughout programming year
- Teach and support all bilingual learning circles when needed
- Assist and represent Inversant in the planning and implementation of recruitment and enrollment sessions
- Participate in webinars, online trainings and other remote meetings to continue to stay updated on data tracking and college access

2. Family Calls/check in Support (30%)

- Conduct monthly calls to check on family participation and goal progress
- Review knowledge learned with families from attended workshops
- Field higher education questions from families

3. Data Management and Administration (20%)

- Manage data and programming services for family communications, such as ClientTrack, CallMultiplier and Campaign Monitor
- Administer, collect and enter all forms into Inversant database ClientTrack (surveys, attendance forms, family progress reports, etc.)
- Assist with populating detailed reports to management and program stakeholders, on a monthly and quarterly basis



4. Organization support (10%)

- Assist Inversant staff with organizational support as needed
- Assist staff with family communications as needed

Candidates for this position should possess the following skills:

- Bachelor's degree (required)
- Driver's license (required)
- Bilingual in English and Spanish (required)
- Comfortable working with diverse families
- Knowledge of college access processes, including completing the college application, filling out the FAFSA, consideration of loan options, and scholarship applications
- Capacity to answer college access/financing questions from parent participants, and follow up with parents
- Ability to work independently, multi-task and organize
- Ability to collaborate and work with other members of a team
- Desire to continually innovate and learn new things
- Willingness to travel to site area to facilitate sessions as well as travel to recruitment events
- Willingness to work a flexible schedule that will include evening and weekend events

To apply:

Send your cover letter and resume to the Director of Programs, Rochelly Araniz – r.araniz@inversant.org