



PHILADELPHIA FUTURES SPONSOR-A-SCHOLAR PROGRAM RECRUITMENT & STUDENT SUPPORT FELLOW

Philadelphia Futures seeks to increase the percentage of Philadelphia graduates prepared for higher education while simultaneously reducing the institutional barriers to their academic success.

Grounded in this mission, Philadelphia Futures prepares low-income, first-generation-to-college students to enter and succeed in college by providing a variety of programming and services to support this success.



At the core of the organization is the Sponsor-A-Scholar (SAS) Program, which recruits volunteers who provide long-term mentoring and sponsors who establish a \$6,000 fund for college expenses for each student. The program also provides a full academic enrichment program, including after-school and summer educational activities, SAT prep, career exploration activities, personalized college guidance, and comprehensive

advising and support during college.

Recruitment & Student Support Fellow Responsibilities

The Fellow's primary responsibilities will be to help facilitate the **recruitment of sixty new freshman high school students**. Specific responsibilities include:

- Promote the SAS program to prospective students – promotion includes offering overviews of the benefits of SAS and providing workshops about the importance of attending and graduating from college.
- Coordinating intake and maintaining records of new applicants to the program.
- Personally following up with prospective applicants and their parents/guardians in a timely manner. This follow up will include explanation of the benefits of SAS, clarification of SAS admissions procedures, and collection of missing or incomplete application materials.
- Assisting with scheduling of student interviews and orientations.
- Coordinating and attending recruitment sessions at high schools.
- Performing such additional activities that utilize the skills of the Fellow and meet the recruitment needs of the program.

Additionally, to advance the Fellow's direct work with youth and to foster a deeper understanding of challenges facing urban youth, the Fellow will **work closely with either the SAS Young Men's Initiative (YMI) or our Young Women Rising (YWR) program**. This work will offer opportunities to supporting and participate in direct programming with youth and interacting with our students as they explore issues and activities vital to their continued growth and development.

Finally, to further the Fellow's **understanding of Philadelphia Futures and nonprofit work**, the Fellow will attend weekly program staff meetings and participate in SAS activities whenever possible.

Skills and Qualifications

The successful candidate for this fellowship will have

- Experience in and a passion for working with underrepresented high school students
- Exceptional written and oral communication skills – and lots of enthusiasm!
- Strong computer skills (basic familiarity with Microsoft Excel is a requirement for this position)
- Outstanding organizational abilities
- Excellent attention to detail
- Bilingual skills (Spanish/English) a plus

Contact Information

Fellow will report to Ann-Therese Ortíz, Director of Pre-College Programs
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