



SERVICE DESCRIPTIONS

Admission Possible is a 501(c)(3) nonprofit organization dedicated to helping promising low-income high school students gain admission to college. Through after-school programming, we provide them with (1) ACT/SAT test preparation; (2) intensive assistance in the college application process; (3) help in the financial aid application process; and (4) guidance in transition to college. Admission Possible is an AmeriCorps organization; AmeriCorps State and AmeriCorps VISTA are both national service programs similar to the Peace Corps but focused on domestic needs.

I. Position Summaries

A. AmeriCorps High School Coach _____

Serve as an Admission Possible coach in a high school. Support juniors by providing ACT/SAT test preparation and work with students on an individual basis providing subject specific assistance. Guide seniors as they complete the college application process including: essay writing, applications for admission, scholarships, and the FAFSA. Reports to Program Team.

B. AmeriCorps College Coach _____

Serve as a coach for Admission Possible student alumni as they transition from high school into college. Maintain communication and offer services to alums in college either from a college campus or Admission Possible Headquarters. Help link students to student services already available on campus, and plan on- and off-campus events for alums. Reports to Program Team.

C. Workshop/Volunteer AmeriCorps Member _____

Partner with Admission Possible high schools to coordinate workshops for the 9th and 10th grades; help conceive and organize two program-wide community service days for Admission Possible students. Additional responsibilities include, but are not limited to, serving as lead substitute in junior and senior class sessions and helping with annual student recruitment efforts. Reports to Community Partners Team.

D. Events AmeriCorps Member _____

Organize Admission Possible campus visits; develop relationships with campuses across the country; organize program-wide kick-off event and graduation ceremony, four practice ACT exams, and other outside events. Reports to Community Partners Team.

E. Consortium AmeriCorps Member _____

Lead all efforts of Admission Possible's College Consortium; establish and maintain excellent communication and relationships with consortium schools; plan and implement campus visits to member schools; track student application and enrollment progress; provide support to students and coaches throughout the year. Reports to Community Partners Team.

F. Communications VISTA _____

Serve on the external relations team by providing direct support in media relations, strategic communications, and marketing. Specific projects include: writing for newsletters, website, and news releases; graphic design projects; photography of coaches & students for publications; and website maintenance. Reports to External Relations Team.

G. Development VISTA _____

Serve on external relations team by providing direct support on fundraising initiatives. Projects include: event planning, writing for grant proposals and letters; maintaining a grants calendar; conducting internet donor research, and soliciting in-kind donations from local businesses. Reports to External Relations Team.

(continued on back)

II.

Required Skills

College degree required. Strong interest in education, youth work, social services, or related fields. Comfort working with individuals from a variety of backgrounds. Demonstrated commitment to public service and social justice. Excellent leadership and communication skills; and outstanding organization and time management abilities. Able to multi-task and handle potentially stressful situations with maturity. Capable of working independently and with others. Energy and creativity in working with young people. Access to reliable transportation required. Teaching experience, college admissions knowledge, background in nonprofits, business or communications strongly desired (depending on position interest).

III.

Compensation

Compensation includes a living allowance, health coverage and a \$4,725 Education Award that can be used to repay student loans or future education expenses. Student loans may be deferred. Ten month (September 2010-June 2011) or 12 month (August 2010-August 2011 or September 2010-September 2011) commitment required (depending on position).

Application Completion Requirements

- Resume
- Cover Letter
- Application
- College Transcript (Unofficial is acceptable)

February 10: Priority Application Deadline**

March 8: Final Application Deadline

**By applying before the priority deadline, applicants will hear back from Admission Possible at an earlier date and will be eligible for first choice of presented interview dates.

If you are interested in serving in the Twin Cities or are open to either location:

Admission Possible - Greater Twin Cities
Attn: Becky Boe
450 N. Syndicate St., Suite 200
St. Paul, MN 55104
Phone: 651.917.3525
Fax: 651.917.3522
Email: BBoe@AdmissionPossible.org

If you are only interested in serving in Milwaukee:

Admission Possible - Greater Milwaukee
Attn: Ashley Schmidt
603 N. Milwaukee St.
Milwaukee, WI 53202
Phone: 414.220.9450
Fax: 414.220.9451
Email: ASchmidt@AdmissionPossible.org

**Check our website starting December 15, 2009
for more details and application materials
www.AdmissionPossible.org**



AmeriCorps is committed to engaging individuals without regard to disability, gender, race, religion or sexual orientation.

Reasonable accommodations provided upon request to qualified individuals. If you feel you need an accommodation, please notify Admission Possible.