

Connelly Foundation

Position Description

Scholarship Counselor (Part-time/ 25 hours/week) Initial Employment Term: Immediately through June 2020

The Organization

www.connellyfdn.org

Inspired by its Catholic heritage, Connelly Foundation's mission is to create access for those in need and opportunity for those with vision. Since its founding in 1955, the Connelly Foundation (Foundation) has been a responsive and proactive grantmaking organization awarding grants to nonprofits in the Philadelphia region that demonstrate outstanding performance in meeting community needs. The work of the Foundation is principally driven by its founders John and Josephine Connelly's personal charitable principles, with a strong emphasis on strengthening Catholic education, and providing help and opportunity to the needy.

Connelly Foundation helps nurture resiliency and personal independence, partnering with community and faith organizations, job-training programs, and other organizations that provide vital economic, religious, and social support services. The Foundation also maintains an enduring role in providing charitable support to leaders and organizations who serve the acute and chronic needs of the region's most vulnerable. Creative new ideas are continuously generated toward programs that would bolster and complement the quality of Catholic education in the Archdiocese of Philadelphia as well as supporting new organizations that respect human dignity and provide opportunity. In 2019, the Foundation will award approximately \$12 million in grants across its education, human services, and culture and civic life portfolios and provided counseling services to just under 600 Archdiocesan high school students.

Position Overview

The Connelly Foundation is seeking an experienced individual to serve as academic counselor to students in Archdiocesan high schools in the city and suburbs of Philadelphia. Reporting to the Chief Operating Officer or her designee, the Scholarship counselor will advise students for college and career preparation and provide service to four clients: the student recipient, the student's family, the high school community, and the Connelly Foundation.

This individual will have enthusiasm for the Philadelphia region and commitment to the mission critical work of the Foundation. The ideal candidate will bring knowledge and understanding of the field of counseling or college admissions, strong written and verbal skills, ability to engage with colleagues and students, strong independent work skills, and high ethical and moral standards.

Position Responsibilities

- Provide support to scholarship recipients by advising the whole student, with focus on academics, and support in extracurricular activities, and future goals.
- Assist students in finding their "best fit" for post-secondary life or career.
- Conduct individual and group counseling sessions to advise and assist students with academic and vocational development.
- Develop and implement counseling strategies in coordination with colleagues to support students in contemporary methods of mentoring.
- Form a trusting relationship with the students that will allow for academic assistance to be offered and received.

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- Monitors students' academic work, including academic roster, progress reports, report cards, end of year cumulative grades, conduct, absences, and lateness.
- Assist students with career exploration, college testing, application, and placement.
- Raise student issues with appropriate administrator for school response and support.
- Assist students with matters that would impact their growth through high school, such as, membership in extracurricular activities, job applications, summer activities and service opportunities.
- Maintain communications with parents when necessary to provide assistance in college application process, scholarship opportunities, and summer activities.
- Establish relationships with local administrators and faculty. Ensure that school administrators understand scholarship counselor role, responsibilities, and communication procedures.
- Communicate with administrators about student progress and challenges.
- Assist school administrators with program reporting and Foundation requirements.
- Represent the Foundation to various school constituencies.
- Attend Connelly Foundation award ceremonies, with occasional night and weekend work.
- Provide timely submission of work activity and compliance documents.

Professional Qualifications

- Bachelor's degree required and master's degree will be given preference.
- Counseling and/or college admissions experience required.
- Pennsylvania Child Abuse Clearances are required.
- Commitment to the Foundation's mission is essential.
- Ability to prioritize work and meet deadlines.
- Strong interpersonal skills; able to develop and manage productive relationships with colleagues, students and external stakeholders.
- Strong time management skills; highly organized and detail oriented.
- Ability to meet deadlines and work with a high degree of independence and initiative.
- Ability to work within a creative and highly professional team which emphasizes quality, collegiality, teamwork, and humility.
- Experience with Microsoft Office including Word, Excel, Outlook, PowerPoint, and Project and Grants databases.
- Willingness to travel within the Archdiocesan high school system as majority of time will be spent in direct service to and contact with students in their home school setting.