

## **Job Description - FAFSA Nights Program Coordinator**

FAFSA is the Free Application for Federal Student Aid. The chamber is looking for a competent, collaborative and responsible Program Coordinator to undertake a variety of administrative and program management tasks to implement the Chamber's FAFSA Nights Committee's program initiative. The Program Coordinator will help in planning, organizing and implementing key functions, programs and activities related to FAFSA Nights as well as carry out important operational duties. Candidates must have a passion for education and must be organized, detail-oriented, and comfortable working with diverse teams.

The goal will be to facilitate the effective management of the FAFSA Nights programs according to the Greater El Paso Chamber of Commerce and its partner organizations' standards.

This position reports directly to the Vice President of Business Coaching.

### **Background on the FAFSA Nights Program**

In 2012, the Greater El Paso Chamber of Commerce partnered with El Paso Community College, the University of Texas at El Paso, area career/technical colleges, and local schools districts to launch FAFSA Nights. The FAFSA Nights Program runs throughout the academic year, with financial aid representatives and private sector volunteers visiting all local high schools each evening in the designated program time frame. Volunteers assist high school seniors and their parents in submitting their Free Application for Federal Student Aid (FAFSA) application. The Chamber's responsibility is to coordinate these efforts in collaboration with the FAFSA Nights Committee and all stakeholders. This includes, but is not limited to, fundraising, budgeting, marketing, close coordination with area high schools, and volunteer management.

### **Responsibilities**

- Support planning and coordination of FAFSA Nights and its activities
- Ensure proper implementation of policies and procedures
- Maintain program budget and track expenditures/transactions
- Manage communications through media relations, social media, website postings, etc.
- Build positive relations within the FAFSA Nights Committee and external parties
- Schedule and organize meetings/events and maintain agendas/minutes
- Ensure technology is used correctly for all operations (video conferencing, presentations, etc.)
- Prepare paperwork, create and delivery of paper products (including posters, bookmarks and other promotional materials) and order program supplies
- Keep updated records and create regular reports, including FAFSA completion and attendee data

- Responsible for maintaining a rigid schedule/calendar for completion of all time-sensitive processes related to the FAFSA program, and keeping the committee fully aware of all deadlines
- Ensuring timely communications with all participating organizations, all high schools community wide, and their respective FAFSA coordinators and counselors
- Support growth of and the enhancement of the program's development
- Other duties as assigned

Please note that this position may evolve into other areas of educational awareness and development.

### **Requirements**

- Proven experience as program coordinator or relevant position
- Knowledge of program management and program development procedures
- Knowledge of budgeting, bookkeeping and reporting
- Tech savvy, proficient in MS Office and social media platforms
- Ability to work with diverse and multi-disciplinary teams
- **Excellent time-management and organizational skills**
- **Outstanding verbal and written communication skills**
- **Detail and goal-oriented and efficient**
- Experience in marketing and communication
- A degree in business administration, marketing, communications or other relevant field preferred.

*Please note that this is a full time position, grant funded. Initially, the selected candidate will work as a funded employee, however, there is potential for the right candidate to become a full time employee of the Chamber.*