

COLLEGE UNBOUND

Title: Community Cares Coordinator, RI
Location: Providence, RI
Status: Part-time
Rate: \$30.00 per hour

Organizational Overview: College Unbound (CU) is an accredited and state-approved college whose mission is to reinvent the higher education experience for underrepresented returning adult learners. Through rigorous and engaged scholarship, College Unbound integrates students' own purposes for learning with the needs of their workplaces and communities, improving the lives of the students and the lives of those they touch. Started in RI, College Unbound now supports students across multiple states and looks to continue to develop an infrastructure to support this developing model.

Position Summary:

The Community Care Coordinator of Rhode Island addresses students' personal, social, and academic challenges to foster student success for CU students and their families. This 2Gen role provides wrap-around support by accompanying students and advocating for their needs and those students consider kin. These needs could include, but are not limited to, housing, mental health services, substance abuse, support with court matters, childcare, etc. Specifically for Rhode Island, this role works directly with justice-impacted students and supports their needs and growth. This role reports directly to the Assistant Dean of Student Success and collaborates with the wider team within Community and Belonging.

Primary Duties and Responsibilities:

- Provide and direct students and families to resolve financial, health, educational, personal, employment, and family problems.
- Creates local resource map with non-profits and organizations dedicated to supporting students in their area. Connects with those resources and staff at those nonprofits to build relationships with those organizations.
- Provide crisis intervention counseling and emotional support as needed. As needed, provide family members with contacts to services available in the community.
- Shows up once a week at a community partner site to connect with students during dinner or attends a virtual cohort.
- Oversees the support of students and their families in the region by ensuring students have access to childcare and support while they are attending and engaging in classes.
- Connects with each new student through 1:1's during their first semester at CU.
- Meet weekly with the Community Cares Team and join CU staff meetings as needed.

- As a 2Gen role, this role collaborates monthly with childcare providers to better understand student-parent needs and is responsible for their engagement weekly during the Workplace World Lab area as well as ensuring students who are online have the appropriate supports.
- Supports the various needs of our formerly incarcerated students at CU, including advocating and supporting their career, family, and personal goals.
- Participate in staff meetings and make recommendations for student support.
- Monitor and keep case files for students. Works weekly in Asana with the Cares Team.
- Assist in resource development and policy and program development and evaluation.
- Attend and participate in professional workshops, training, and conferences.
- Connect with Lab Faculty (via email, text, 1:1), and support where appropriate.
- At the start of each semester, this role will share with the Community Cares team a map of community-based resources and at the end of each semester, will report out how many referrals were made and if any additional community resources were needed, as well as strategies for strengthening student success at CU.
- Performs other duties as needed or assigned.

Required Qualifications:

- Bachelor's degree or equivalent combination of education and experience. Preference for an applicant with a Masters Degree with direct experience supporting and advocating for individuals is preferred.
- Five or more years of related experience or equivalent supporting a senior-level executive.
- Comprehensive knowledge of office practices and procedures. Skills in project management, coordinating administrative services, and evaluating business methods.
- Excellent computer skills (including Microsoft Office; Google; Asana) and the ability to use other standard office equipment.
- Good verbal and written communication skills.
- Strong attention to detail and interpersonal skills.
- Ability to work independently, meet deadlines, and coordinate projects simultaneously with tact and diplomacy.
- Ability to work with minimal direction, exercising a high level of discretion and initiative. and be comfortable in a dynamic and fast-paced environment.
- Ability to work effectively in a diverse organizational environment.

Application Instructions:

Applicants should submit a cover letter and resume to jobapplications@collegeunbound.edu with “**Community Cares RI**” in the subject line or apply directly on [Idealist](#). Review of applications will begin immediately.