



Job Title: FAFSA Completion Drive Coach

Location: Rural Communities

Job Type: Contract (Mid-June to August)*

*short term contract position

Overview of Collegiate Edu-Nation

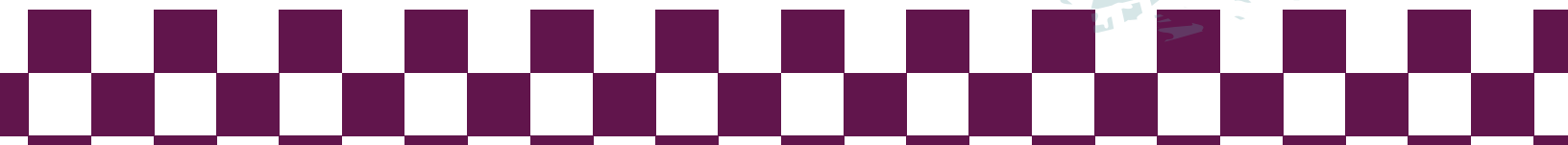
Collegiate Edu-Nation (CEN) is a statewide network that promotes the P-20 Model for 21st Century School Transformation which focuses on heightened college and career aspirations through **continuous educational attainment** and industry-related certifications. We believe a mindset of high aspirations and high expectations on those fronts leads naturally to lifetimes of happiness, productivity, and success. We take a **comprehensive approach** to education, engaging whole communities in an effort that continues from the first day of Pre-K to the **launch of a meaningful career**.

Overview of Position

We are seeking an enthusiastic and dedicated FAFSA Drive Coach to lead and manage our FAFSA (Free Application for Federal Student Aid) drive in rural communities. The coach will be responsible for organizing and executing two events aimed at encouraging high school students and their families to complete the FAFSA application. The goal is to achieve a minimum of 50 FAFSA submissions and 40 completions.

Key Responsibilities:

- Event Planning and Coordination:
 - Organize two FAFSA drive events in designated rural communities.
 - Collaborate with local schools, community centers, and organizations to secure venues and resources.
 - Develop a detailed event plan, including timelines, materials, and staffing needs.
 - Promote the events through various channels, including social media, local media, and community outreach.
- Outreach and Engagement:
 - Engage with students, parents, and guardians to raise awareness about the importance of FAFSA.
 - Provide clear and accurate information about the FAFSA process, deadlines, and requirements.
 - Distribute promotional materials and provide ongoing support leading up to the events.
- Event Execution:
 - Facilitate the events, ensuring all logistical aspects are managed smoothly.
 - Provide hands-on assistance to students and families during the FAFSA application process.
 - Coordinate with volunteers and support staff to ensure efficient event operations.
- Tracking and Reporting:
 - Monitor the number of FAFSA submissions and completions.
 - Maintain accurate records of participants and their progress.
 - Report on the outcomes of the events, including the number of submissions and completions, and provide recommendations for future initiatives.



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Qualifications:

- Bachelor's degree in Education, Counseling, Social Work, or a related field.
- Experience in event planning, community outreach, or educational initiatives.
- Strong knowledge of the FAFSA process and requirements.
- Excellent communication and interpersonal skills.
- Ability to work independently and manage multiple tasks effectively.
- Experience working with rural communities and understanding their unique challenges is a plus.

Skills and Abilities:

- Strong organizational and project management skills.
- Ability to engage and motivate students and families.
- Proficient in using digital tools for promotion and communication.
- Ability to handle sensitive information with confidentiality and professionalism.
- Willingness to travel to rural locations for event execution.

Compensation:

- Competitive salary.
- Travel and event-related expenses covered.

Application Process:

- Interested candidates should submit their resume, a cover letter outlining their experience and motivation for the role, and two professional references to Kelly Springfield at kspringfield@edu-nation.org
- Deadline: Applications will be accepted until June 15.

