

APPLY TO BE A PEERFORWARD

Workshop Coordinator

What is PeerForward?



PeerForward transforms the lives of young people from low-income communities by developing teams of high school students who use influence and community organizing to lead their peers to higher education and careers. Our high school Peer Leaders will connect 122,000 students to postsecondary success in the next four years. You can help train these Peer Leaders at our Summer Workshops.

From Students to Peer Leader

Workshops are the cornerstone of the PeerForward program. This is where the transformation occurs from student to Peer Leader.

OUR IMPACT		OUR TRAINING	
80%	of students who attend a workshop enroll in college.		College Admissions Portfolio <i>Personal Statement, College Lists & Applications</i>
350k	Students — that's how many we've worked with nationwide in the past two decades!		Financial Aid
Double	the likelihood that a low-income student will enroll in college thanks to our peer-to-peer model.		Leadership Development

Position Description

The role of the **Workshop Coordinator** is to coordinate all technical needs of the Workshop. The Coordinator will ensure all needs such as computer and audio are set up and functioning, proper functioning of zoom and google drive links and more are working to its highest standards throughout the duration of the Workshop.

Position Responsibilities

- Set up and maintenance of digital Workshop folders in Google Drive
- Provide volunteers and Peer Leaders with technical support when using digital folders and documents
- Management of the personal statement and college coach documents
- Collaborate with the WCC/DCC on the creation and management of the Writing Team lists and supporting students as they transition to and from their College Coaching and Writing Coaching Sessions
- Management of the set-up, A/V, and tech needs for various sessions such as the Great Review, banquet, and dance
- Distribution of digital documents to students at the end of each Workshop

Qualifications

Qualifications for Position

- An alumni of the College Summit/PeerForward program, having attended a summer Workshop
- Willingness to submit to periodic COVID-19 testing during the Workshop season
- At least a (rising) senior in college
- Ability to commit to virtual and in-person Professional Development sessions during April, May, June
- Served in some capacity in at least four College Summit/PeerForward Workshops or the past two summers
- Some experience supporting campus events or other operational activities
- Ability to follow through on tasks without supervision
- Ability to take initiative, creatively problem solve, and collaborate in challenging situations
- Experience in supervisory, management, mentoring, tutoring, and/or coaching role (Preferred)
- Computer and internet proficiency (Microsoft Office Suite, Google Suite)
- Strong organizational abilities and excellent verbal/written communication skills
- A profound connection to PeerForward's mission, values, and working with youth
- Willing to submit to a background check

Schedule & Minimum Commitment

- Ability to commit to at least one Workshop week (Monday-Sunday)
- **Participation in the PeerForward 2024 Workshop Season Professional Development cycle is mandatory**

Reporting Structure

The Workshop Coordinator will report directly to the Workshop Director.

Stipend

The Workshop Coordinator will receive a stipend of \$700 per Workshop week including paid travel, housing, and meals.

