



Job Title: Scholarship & Student Success Coordinator
Reports To: CEO & Program Officer
Status: Part-Time (24 hours), \$20-22/hour
Position Start: February 17, 2025

Our Story

The Oceana Community Foundation started in 1989 with a small group of community leaders who shared a big dream: to create a brighter future for Oceana County. They envisioned a way to connect generosity with opportunity, and over the years, we've grown into an organization managing over 200 funds and investing millions annually in scholarships, grants, and community initiatives. Today, we're proud to play a part in helping local students achieve their dreams. Our scholarship programs are growing, and we're finding new and innovative ways to support students on their educational journeys. With this growth—and as one of our team members prepares to welcome a new addition to her family—we're looking for someone to step in, bring their passion for helping others, and make an impact in our community.

Position Overview

We're looking for a compassionate and organized individual to join our team as the Scholarship & Student Success Coordinator. In this role, you'll be at the heart of our efforts to help students in Oceana County succeed, whether they're high school graduates or adult learners returning to school through our Complete Your Degree Program. You'll guide students through the scholarship process, connect with local schools and colleges, and build relationships with nonprofits to ensure students have access to the resources they need—both academically and in life. Equally important, you'll play a critical role with our scholarship data using AkoyaGO, our database system. This includes ensuring the accuracy of records, processing payments, and maintaining clear and timely communications. Along the way, you'll also lend a hand with some of our administrative tasks, including grant processing, and step in to help cover responsibilities during our Program Officer's maternity leave. If you're passionate about education and making a difference in your community, this role offers a chance to do just that.

Key Responsibilities

Traditional Scholarship Program - Administration

- Guide students through the application & acceptance process for our scholarship program for high school graduates and current college students
- Manage internal scholarship processes, including maintaining accurate records, processing payments, and preparing and distributing communications through our database system, AkoyaGO
- Scholarship data management: creating payment records for each individual scholarship, updating Request Records, and programming awards accurately in the system
- Coordinate awards recognition with donors at area school ceremonies

Complete Your Degree Program – Success Coach

- Guide students through the initial enrollment process at their college
- Introduce students to academic programs, campus services, and community resources
- Communicate frequently with students about opportunities, events, and updates relevant to their success
- Conduct regular check-ins with students each semester to assess progress and provide support
- Advocate for CYD students within their colleges to ensure their needs are met

- Address life needs that may present barriers to academic success by connecting students to appropriate resources

Collaboration with Schools and Nonprofits

- Work with local high schools and community colleges to ensure students are aware of scholarship opportunities and provide guidance on application processes
- Build relationships with local nonprofits to connect students with additional resources that support their academic success and life needs
- Participate in community outreach activities, which may include events outside of normal working hours

Job Knowledge, Skills, & Abilities

- Commitment to student success and empowerment
- Ability to manage multiple tasks in an environment with short deadlines while maintaining close attention to detail
- Strong interpersonal skills and ability to effectively interact with all staff, board, students, committees, nonprofit partners, media, and the community
- Proficiency with Microsoft Office, Adobe Pro, Survey Monkey, experience with akoyaGO (or other CRM platforms) and other related software programs
- Love of continuous learning
- A collaborative mindset and a team-oriented attitude

How to Apply

Skip the traditional cover letter! Instead, respond to all of these prompts.

1. What's interesting to you about this position? How does the position fit into your career goals?
2. Tell us about your own post-secondary educational pathway
3. Tell us about how you are a people person
4. Tell us about your experience working within different software programs, database platforms or any project management experience
5. Describe an instance where you had to learn a skill or process for a project. What was the challenge? How did you figure it out?

Interested applicants should email a cover letter and resume (no phone calls) to tammy@oceanafoundation.org. Applications will be accepted until January 31, 2025 or until the position is filled.