Springboard Enrollment Coordinator, Building One Community Winter 2025

Why we need you

Springboard Collaborative invites talented and passionate candidates to apply for the position of Enrollment Coordinator. The Enrollment Coordinator will be responsible for leading student enrollment for Springboard programming at Building One Community.

Springboard Collaborative closes the literacy gap by closing the gap between home and school. We coach educators and family members to help kids learn to read by 4th grade. Springboard envisions a world in which all children have the requisite literacy skills to access life opportunities.

The Enrollment Coordinator will report to the Program Leader and Program Director and work as part of the Building One Community Springboard team. This is a great opportunity to support families in the community and to help students accelerate their progress learning to read.

At Springboard Collaborative, diversity is fundamental to our mission and approach. We are an equal opportunity employer committed to building a diverse team that reflects the communities we serve. We value individuals who appreciate diversity in race, gender, sexual orientation, religion, ethnicity, national origin, and more.

You can read more about the requirements, competencies, goals, and responsibilities below. We'd love to have you join us!

Here are your goals as Enrollment Coordinator
- 100% registration to target student enrollment number at Building One Community

Here are your responsibilities as Enrollment Coordinator
- Create enrollment plan.
- Enroll students ensuring complete student records and waivers.
- Host enrollment event (if needed).
- Review, confirm, and complete student information as needed.

Commitment & Compensation

The Springboard Enrollment Coordinator role is a temporary, part-time position with up to 25 total work hours. Employment terms coincide with the program dates set forth by B1C and Springboard.

Springboard session staff are required to enter time worked in a payroll management system for approval by Program Director Sadie Shea. Paychecks are issued bi-weekly.

Requirements

Springboard requires all employees and individuals present for in-person SBC programming or events to be fully vaccinated against COVID-19, unless a medical or religious exemption is approved. Full vaccination is defined as being at least two weeks past the final dose of a CDC-authorized COVID-19 vaccine. As a condition of employment, newly hired employees are obligated to disclose their vaccination status and provide proof of vaccination, as mandated.

Employment is subject to the requirement of providing proof of state-required clearances and background checks. Applicants must have access to two forms of identification for I9 documentation, which is necessary for Springboard pay (e.g., state ID/passport, social security card/birth certificate). Please refer to the complete list of applicable documents here.

Want to apply? Get in touch today

Join our team and make a meaningful impact on students, families, and communities through Springboard Collaborative programming. Apply at https://www.tfaforms.com/4662555.