

Scholarship Coordinator

Reporting To: Director of Grants and Development
Classification: Part-Time, up to 25 hours per week

General Description: The position provides coordination and management of the Norwalk Housing Foundation (NHF) scholarship program under the responsibility of the Director of Grants and Development through the Norwalk Housing Authority (NHA). Responsibilities include fundraising, grant writing, managing the student scholarship award processes, preparing reports, collaborating and communicating with appropriate community partners, schools, and NHA departments, and serving student scholarship needs. The successful candidate will work as part of a diverse team dedicated to serving scholars living in NHA public housing.

Scholarship Coordination Duties:

- Assist students with scholarship questions and concerns, serving as an informational resource to current and new students and resolving issues raised by parents.
- Develop, manage, and maintain scholarship policies, procedures, and operations to ensure appropriate disbursement and fiscal accountability
- Promote the scholarship program in order to increase the number of scholarships and scholarship applications
- Develop marketing literature to promote awareness of scholarship opportunities for students, NHF, and other scholarships
- Implement policies and procedures while continuing to improve delivery systems, maximize office efficiency and improve overall scholarship effectiveness
- Actively coordinate scholarship enrollment, software management, and student retention activities
- Monitor student performance for continued scholarship eligibility and resolve issues related to student eligibility
- Plan and prepare workshops for scholarship recipients, including but not limited to:
 - For new students, workshops may focus on self-advocacy, time management, early creation of an on-campus support system including guidance staff and tutors, establishing positive relationships with professors, and making a successful transition
 - For returning students, workshops may highlight areas important to upper class students such as business etiquette, interviewing skills, identifying a mentor and why internships are important

- Support the Director of Grants & Development in donor management as appropriate (e.g. events, scholarship ceremony; identifying students to speak on importance of scholarships)
- Plan and organize scholarship ceremony/events
- Manage social media and website
- Develop and conduct presentations as needed
- Develop and maintain strong community relations with donors and potential donors and students
- Provide projections, award allocations, and comprehensive reports as needed
- Create scholarship recipient alumni network and parents' group
- Work with local colleges regarding admissions, scholarship opportunities, and retention
- Maintain accurate data and historical records of past and present scholarship recipients
- Develop volunteer opportunities for students
- Work with local high school counselors on outreach and recruiting of potential applicants
- Provide data for the preparation of grants

Required Qualifications:

- Bachelor's degree
- Minimum two years of work experience in a responsible administrative position dealing with scholarships, financial aid, student services, or related areas
- Evidence of successful project leadership and program management experience
- Evidence of strong written, oral, and interpersonal communication skills
- Demonstrated success at working effectively in a diverse, collaborative team environment
- Demonstrated commitment to diversity and experience in multi-cultural settings or working with diverse audiences
- Demonstrated ability to take initiative and work independently
- Evidence of compiling information and strong problem-solving abilities
- Established record of excellent time management and organizational skills, including attention to detail and ability to prioritize deadlines
- Experience in customer service environments and dedication to delivering quality services that promote high levels of satisfaction
- Demonstrated knowledge and experience working with Microsoft Outlook, Word, Excel, Power Point, and Word Press, as well as computerized databases, such as Excel, Fluid Review, Survey Monkey, or similar programs
- Valid driver's license and access to own reliable transportation with proof of insurance
- Some evenings and weekends maybe required.

Preferred Qualifications:

- Demonstrated experience dealing with scholarships and donors
- Understanding and appreciation of the additional barriers certain student populations may face (e.g. cultural, economic) in accessing and succeeding in the environment of higher education
- Evidence of ability to maintain discretion and confidentiality
- Experience working with diverse students and staff
- Budget management experience
- Experience with conflict management and evidence of astutely negotiating differences of opinion when they arise
- Grant writing experience
- Bilingual/Bicultural preferred

The Norwalk Housing Authority is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age marital status, disability, public assistance status, veteran status, gender identity/expression, or sexual orientation. This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add or remove duties and assign other duties as necessary. Reasonable accommodations may be made to assist individuals with disabilities in meeting the expectations of this position.

Position will remain OPEN until filled.