



Job Description for

AIM High Program Associate and Admin

Center for Companies That Care (CTC) is a 501(c)(3) non-profit dedicated to dramatically increasing college graduation rates among under-served Chicago youth.

AIM High, Center for Companies That Care's signature college and career access program, serves low-income, minority, 1st Generation youth and/or disabled youth who have invisible differences to ensure they successfully complete college and are prepared for tomorrow's workforce. AIM High is a long-term, structured, holistic, multi-faceted, mentoring program dedicated to serving high school and college students' social, emotional, and academic needs.

Job Responsibilities (and approximate Percentage Time Allocation)

Program Delivery (50%)

- Building and managing relationships among students, mentors, school administration and teachers.
- Developing and implementing mentor, student, and parent training.
- High-touch mentoring individual students.
- Facilitating weekly Leadership Institute, classroom instruction, at partnering high schools.
- Planning monthly Touchpoint Events for students, mentors, and families.
- Developing virtual curriculum
- Evaluation and tracking leading to program improvements

Outreach/Development (35%)

- Designing and drafting development, outreach and recruiting materials for CTC audiences.
- Identifying and recruiting organizations to get involved with AIM High.
- Planning three AIM High/CTC fundraising events.
- Developing and maintaining content for internal and external AIM High/Companies That Care website
- Relationship building with donors and partners

Administration (15%)

- Supporting Executive Director; coordinating meetings and managing ED's schedule
- Overseeing general office operations.
- Answering incoming phone calls and delivering world-class service to our program participants.
- Receiving, organizing and tracking incoming mail
- Overseeing budgets



Companies That Care

Essential Skills Needed

- Knowledge and interest in educational matters, business matters and program management
- Creative problem-solving skills.
- Ability to prioritize effectively.
- Excellent interpersonal skills.
- Ability to manage positive relationships with high school students, adult mentors, school administrators and donors.
- Efficiency in Microsoft Word, Excel, PowerPoint and SharePoint is a must. Knowledge of database management (e.g, Salesforce, Mailchimp) is a bonus.

Education and Experience

Bachelor's degree required

Bilingual (English/Spanish) is a highly preferred skill

You will love this job if you:

- Yearn to make a really difference in the lives of under-resourced youth
- Enjoy high school and college aged students and care about their education
- Thrive on variety and appreciate a fast-paced work environment
- Value diversity in work environment

Must be able to pass a background check

Center for Companies is an Equality Opportunity Employer. We welcome and encourage diversity in our workforce. Center for Companies That Care will provide reasonable accommodations to applicants with disabilities upon request.

If interested, please send a letter describing why you'd be a great addition to the Companies That Care staff, your resume and your salary requirements to marcikoblentz@companies-that-care.org.