



**Enrollment Specialist** – full-time 35 hrs. per week (non-exempt)

Salary: \$50,000 - \$55,000

This position is contingent on funding and currently funded under a new three-year contract.

**Reports to:** Associate Executive Director – Youth, Family, and Immigrant Services (later transitioning to the Director of Adult & Immigrant Services)

**Role Description:**

Research shows that children with even a small savings account of \$1 to \$500 are three times more likely to enroll in college and more than four times more likely to graduate. Research also shows that children who attend college earn a significantly higher salary over their lifetimes.

The NYC Kids Rise Save for College Program provides families, schools, and communities with a way to work together to save for their children's futures. It's a scholarship and savings program designed to make college and career training more accessible and achievable for all NYC public school students, starting in kindergarten—regardless of their family's income or immigration status.

As an Enrollment Specialist, you will be responsible for supporting families throughout NYC School District 30 with support for the NYC Kids Rise Save for College Program. Working in conjunction with an Outreach Specialist, you will promote the program to parents in the district and assist with the completion of 3 Building Blocks that earn them up to \$175 in their college savings accounts.

**Key Responsibilities:**

**Assistance with completing Building Blocks:**

- Assist families with completing Building Block 1—activating their scholarship account. This includes help understanding the program and troubleshooting issues.
- Assist families with completing Building Block 2—opening and connecting their own college/career savings account to their scholarship account. This includes sharing information about the two account options, explaining the process, and troubleshooting any issues.
- Assist families with completing Building Block 3—making a minimum \$5 deposit into their own college/career savings account. This includes providing information about the process and encouraging regular savings habits.

1. **Follow-Up and Support:**

- Follow up with interested families to complete Building Blocks and overcome hurdles such as not having access to student ID numbers, technical issues on the platform, and more.
- Leverage behavioral theory to support families and encourage long-term savings habits.
- Follow up to encourage ongoing savings behavior and capture necessary data.

**Collaboration:**

- Work closely with the Outreach Specialist to plan and staff outreach and enrollment events.
- Work with internal teams to identify sources for referrals, including afterschool programs, Pre-K, ESOL classes, and others.
- Provide families with referrals to other relevant SCS programs, such as after-school and summer camp programs.

**Data Management and Reporting:**

- Maintain accurate records of all families assisted and their progress.
- Assist in preparing reports for internal and external stakeholders, highlighting key metrics like applications submitted and enrollments completed.

**Qualifications:**

- Bilingual required, Spanish preferred (other languages spoken in the community such as South Asian languages are highly valued).
- At least 2-3 years of experience working directly with immigrant and low-income families to understand programs and/or technology platforms.
- Excellent organizational skills and attention to detail.
- Financial empowerment is a plus.

**SCS offers an excellent benefits package:**

Comprehensive medical, dental, and vision insurance  
 403B pension plan with employer contribution  
 Flexible spending account and transit checks  
 Employee Assistance Program  
 20 days of paid vacation and 12 paid sick days per year  
 12 paid holidays  
 Five personal/floating days  
 Life insurance  
 Long-term disability

**How to apply:**

Send cover letter and resume to [mnieto@scsny.org](mailto:mnieto@scsny.org) Indicate “Enrollment Specialist” in the subject line.

All positions at **Sunnyside Community Services** are filled without regard to race/color, religion/creed, national origin, age, sex/gender, sexual orientation, gender identity or expression, disability, pregnancy-related condition or lactation, military/veteran status, marital status, familial status, caregiver status, sexual or reproductive health decisions, height, weight, status as

a victim of domestic violence/stalking/ sex offenses, predisposing genetic characteristic, immigration or citizenship status, prior arrest or conviction record, credit history, salary history, unemployment status, pre-employment marijuana testing, union affiliation/activity, or for reporting or opposing discrimination on these bases or for reporting or opposing violations of workplace health and safety, pay equity or practices, or for participating in any internal or any legally protected status listed in the New York City Human Rights Law (NYCHRL). All are encouraged to apply.

Sunnyside Community Services strives to address, explore, and educate all our stakeholders about the diversity of human experience and to advance and integrate racial equity and social justice into all organizational policies and programs. We believe that everyone, regardless of who they are or what they do for the organization, should feel equally involved and supported. Sunnyside Community Services represents a commitment to considering the whole person and how systemic barriers and access to opportunities can affect their well-being.

For more information about **Sunnyside Community Services**, please visit the website at [www.scsny.org](http://www.scsny.org)

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