



Middle School & Recruitment Program Coordinator

Overview of Organization

NJ LEEP is a college access and success program for low-income and first-generation students from the greater Newark area. NJ LEEP currently serves middle school students, high school students, college students, and family members. We help students perform at high academic levels by building skills through law-related and other educational programs, developing the habits necessary for college success and community leadership, and offering exposure to colleges, careers, and role models who have achieved professional success. NJ LEEP's model is challenging and rigorous and prepares NJ LEEP program graduates for success in college. NJ LEEP strives to be a diverse, equitable, and inclusive organization. We are committed to anti-racist principles and are actively engaged in the work of those principles, including staff trainings and creating space for dialogue around race and identity for both staff and students. For more information about our work, please go to www.njleep.org.

The salary range for this position starts at \$50,000, and NJ LEEP offers a competitive benefits package for full-time employees.

Title & Position Summary

The Middle School & Recruitment Program Coordinator is responsible for facilitating the day-to-day student recruitment process to ensure that NJ LEEP enrolls a diverse and enthusiastic cohort of entering students each year. This role supports the Middle School Program Manager in planning and implementing all aspects of the NJ LEEP Summer and Saturday Middle School Program, including a significant amount of time interacting with students and their families.

As an NJ LEEP employee, you will model commitment to the values of diversity, equity, inclusion, and justice. You will also play an active role in NJ LEEP's anti-racism work to further the organization's mission. You will be expected to handle sensitive information with professionalism and diplomacy. As a team member, you must display a professional and positive attitude and contribute to a positive staff dynamic.

Responsibilities

- Oversee the logistics and management of the annual NJ LEEP student recruitment process
- Provide administrative and programmatic support for the Summer and Saturday Middle School Program, including student supervision, activity planning, field trip organization, and family engagement
- Support 8th grade students and families in the high school selection, application, and enrollment process
- Other duties as assigned

Minimum Experience and Qualifications

- High School Diploma or General Education Diploma (GED)
- Spanish language fluency required
- Excellent written, verbal, and interpersonal communication skills
- Strong organizational and data management skills

Preferred Experience and Qualifications

- Bachelor's degree
- Experience in education, non-profit program management, youth development, or community engagement
- Experience in educational recruitment or admissions

- Experience using data management software for student/client data management

Equipment:

- Computer and other office equipment

Work Environment:

- Traditional Office/Classroom Environment
- Some Saturday work (~16/year)

Physical Effort:

- Sedentary
- Ability to lift 10-15 pounds regularly

Application Instructions

Interested applicants should complete an employment application [online](#) and follow directions in the application for submitting a resume and cover letter. Applicants are strongly encouraged to apply as soon as possible.

Due to the volume of applications, only applicants selected for an interview will receive a response.

NJ LEEP is an equal opportunity employer, committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage candidates from all groups and communities to apply. NJ LEEP does not discriminate based on race, religion, creed, color, national origin, age, gender, sexual orientation, marital or family status, veteran status or disability.