



Job Title:

Precollegiate College and Career Advisor

Job Summary:

Bright Futures is looking for a passionate Precollegiate College and Career Advisor to work with students in Valley High School (2 days a week) and Fort Lupton High School (2 days a week), helping them develop career and college readiness skills. The successful candidate will be responsible for providing guidance, and support to all high school seniors who are preparing for college and the workforce. This position requires a deep understanding of the college admissions process, financial aid options, and career readiness strategies. This position is grant-funded for 1 year with the strong possibility of continued funding in subsequent years.

Key Responsibilities:

Assist students in creating resumes, cover letters, and developing interview skills to help them prepare for the workforce.

Develop and provide presentations, workshops, and information sessions on college admissions and financial aid.

Provide guidance to students and families about financial aid options, including FAFSA, CASFA and scholarship applications.

Assist students in writing and revising personal statements and scholarship essays.

Build and maintain up-to-date knowledge of local college admission requirements and processes.

Collaborate with teachers and counselors to identify and provide support to underrepresented students who may not be meeting college or career readiness standards

Facilitate career exploration and development opportunities, including job shadowing, internships, and apprenticeships

Plan and engage in several projects including financial aid nights, career fairs, and college expositions

Participate in outreach and marketing activities to new/prospective Bright Futures students

Work with the Bright Futures team toward common program goals

Minimum Qualifications:

- Associate degree
- Experience working with high school students and families
- Knowledge of college admissions processes, financial aid options, and career readiness strategies
- Excellent communication and interpersonal skills
- Strong organizational and time-management skills

- Ability to work independently and as part of a team
- Familiarity with technology and computer software, including Microsoft Office and ability to learn the Bright Futures award platform

Preferred Qualifications:

- 2+ years of experience in education or counseling OR 2+ years of experience in college and career counseling
- Bilingual in Spanish

Position Type

- This is a non-exempt position with the expectation of 40 hours per week year-round
- Schedule is primarily Monday—Friday typical work hours; however occasionally an evening or weekend event may require attendance, in which case the work week hours can be modified
- Position requires being in Valley High School (2 days a week) and Fort Lupton High School (2 days a week), and in the Bright Futures office one day a week when school is in session.

What we offer:

In compliance with Colorado’s “Equal Pay for Equal Work Act,” the Company provides the following information:

- Pay range of \$20.00/hour to \$28.00/hour
- Paid holidays (9 days)
- Paid Time off for FT and PT employees (up to 15 days your first three years)
- Choice of health care plans with a company contribution towards monthly premium
- FSA and HSA plans available
- Dental and Vision plans available
- Company paid life insurance, LTD and STD
- Legal and ID Theft protection plans available
- Voluntary supplemental life insurance, short-term disability, accident, hospital and critical illness insurance
- 401K plan – 8% company match

Timeline and Process:

- Position will be open until June 9
- Start Date: Aug 3—this start date is negotiable within reason
- To apply for this position, please submit a cover letter and resume to Ramon Serrano at ramon.serrano@weldtrust.org