Leadership Enterprise for a Diverse America (LEDA)
College Guidance Counselor

Organizational Overview:
Leadership Enterprise for a Diverse America (LEDA) empowers a community of exceptional young leaders from under-resourced backgrounds by supporting their higher education and professional success in order to create a more inclusive and equitable country. LEDA believes that selective colleges are not only a gateway to opportunity but a nexus for the development of leadership in every field. By helping talented students from under-resourced backgrounds access these institutions and providing them with the tools necessary to succeed, LEDA seeks to ensure that this country's leadership is truly reflective of its citizenry. LEDA's vision is to build an inclusive and equitable America where leadership reflects, celebrates, and supports diverse perspectives.

Position Overview:
LEDA is seeking an energetic and dedicated College Guidance Counselor to work full-time in LEDA’s College Guidance Department.

The College Guidance Department is responsible for implementing college guidance services for a cohort of 100 high-achieving high school students who are recruited as juniors from across the nation to become LEDA Scholars. Reporting to the Director of College Guidance, the College Guidance Counselor will be in residence at Princeton University for eight weeks during LEDA’s Aspects of Leadership Summer Institute to deliver college guidance classes, lead college visits, offer one-on-one college counseling, and otherwise support the Summer Institute (room and board is provided). Throughout the rest of the year, the College Guidance Counselor will work in LEDA’s New York office remotely providing ongoing support on college applications, financial aid, scholarships, and matriculation decisions for a caseload of approximately 50 Scholars.

Key Responsibilities:
- Provide academic counseling and personal support for Scholars, beginning at the Summer Institute and continuing through college matriculation in the spring
- Plan and facilitate bi-weekly LEDA College Guidance classes during the LEDA Summer Institute
- Supervise and mentor a College Guidance Coordinator during the Summer Institute
- Assist with supervision of college trips during the Summer Institute
- Assist Scholars (in person, by phone, by video, or by email) during the school year to finalize college lists, register for standardized tests, manage the application process, identify and apply for scholarships, and assess matriculation options and award packages
- Write compelling, individualized college recommendation letters for Scholars
- Work with the Director of College Guidance to review financial aid forms and support Scholars with scholarship applications
- Communicate and coordinate with parents/guardians and high school counselors as needed throughout the college application and financial aid process
- Follow up with college admissions officers in support of LEDA Scholars
● Maintain Scholar records in Salesforce, including application, admissions, and scholarship data
● Work with the College Guidance team and other LEDA staff to provide holistic student support

Qualifications:
● Bachelor’s degree required, Master’s degree preferred
● Professional experience providing college guidance services to students from underrepresented backgrounds
● Demonstrated knowledge of the college application process, financial aid, and college scholarship opportunities
● Familiarity with admission requirements of selective colleges
● Experience developing and facilitating student workshops and/or classroom teaching
● Willingness to reside at the Summer Institute and to maintain a flexible work schedule throughout the year, working occasional evenings and/or weekends as needed in order to accommodate the scheduling needs of students
● Superior ability to connect and communicate with youth, parents, and college admissions officers
● Excellent written and oral communication skills
● Strong organizational skills, careful attention to detail, ability to meet deadlines, and proven success within a work setting that requires collaboration, cooperation, and collegiality
● Demonstrated commitment to LEDA’s Mission and Core Values

Compensation:
This is a full-time position with a salary in the upper 50s, commensurate with experience. LEDA offers medical and dental insurance, a 401(k) retirement plan, TransitCheck, at least three weeks paid vacation and paid sick leave.

To Apply:
Submit a cover letter, resume and salary requirements to employment@ledascholars.org with the subject line “College Guidance Counselor.”

Leadership Enterprise for a Diverse America is proud to be an equal opportunity employer.