



# QUESTBRIDGE

## Job Description

### QUESTBRIDGE PROGRAM ASSOCIATE

The QuestBridge Program Associate position offers a unique opportunity to contribute to the growth of a far-reaching entrepreneurial social venture.

QuestBridge is a national nonprofit program that connects outstanding low-income students with educational opportunities that can change their lives, as well as the demographics of our nation's leading educational institutions. QuestBridge combines best practices from the fields of business, social science and information technology to reach high-achieving students who have remained beyond the reach of traditional higher education recruitment methods. (Additional information about QuestBridge can be found at [www.questbridge.org](http://www.questbridge.org).)

The Program Associate will play a central role in the ongoing development and operation of QuestBridge's innovative student recruitment systems. This position provides an opportunity to rise to the challenge of the highest standards of professional excellence while working to advance a groundbreaking social mission.

#### **Roles and Responsibilities**

- Develop compelling written content that conveys the distinctive value that QuestBridge's programs offer to qualified students.
- Perform complex quantitative analysis of patterns and trends in QuestBridge's recruiting efforts and outcomes.
- Organize and conduct targeted outreach campaigns to tens of thousands of potential student applicants nationwide.
- Build and strengthen QuestBridge's recruiting networks, including educators and community organizations.
- Design and implement innovative tools and systems to increase the effectiveness of QuestBridge's recruitment operations.
- Participate in educating students about the college admissions and financial aid processes. Provide guidance and support to students as they complete the QuestBridge application process.
- Perform other administrative and miscellaneous tasks as needed.

#### **Qualifications**

##### *Required:*

- Minimum of a Bachelor's degree
- At least one year of full-time professional experience.

##### *Preferred:*

- Master's degree in education, business administration or public policy.

- Two or more years of experience in a growth-oriented social enterprise or a top-tier management consulting firm.
- Superior writing and editing ability, with experience preparing documents to the highest publication-quality standards.
- Advanced skills with Excel (e.g., modeling, pivot tables, nested IF statements) and background in statistical analysis.
- Experience in marketing research, analysis and operations.
- Knowledge of database design, programming and querying.
- Project planning and management skills.

### **Qualities**

- Entrepreneurial, creative, dynamic. Energized by working with a revenue-generating social venture in an expansion phase.
- Deep-seated personal integrity.
- Strong belief in the goals and mission of QuestBridge.
- Warm, positive personality.
- Self-starter, with ability to self-manage and take ownership of work. Keen sense of accountability.
- Strong work ethic, with intense drive to reach goals and contribute to the success of the organization.
- Ability to be detail-oriented without getting lost in the details. Rigorous quality standards in terms of quantitative accuracy, text editing and visual aesthetics.
- Desire to grow and develop professionally. Quick study, independently resourceful.

### **Compensation**

Competitive compensation. Benefits or equivalent compensation included with full-time employment.

### **Hours & Location of Work**

This is a full-time position. QuestBridge's headquarters is located in Palo Alto, California.

### **Application Process**

Please send cover letter and resume to [jobs@questbridge.org](mailto:jobs@questbridge.org) with the job title and your name in the subject line, e.g. "Program Associate - John Doe".

Due to the large number of applications we receive, we ask that candidates kindly refrain from calling, sending paper applications, and drop-in visits.