



Position: Youth Program Coordinator (High School)

Reports to: Program Manager

Status:

Exempt, 40 hours/week

Starting salary range: \$36,000-42,000

Benefits eligible (medical, dental, paid time off)

Primary Functions:

1. Develop and implement youth programs

- Outline/framework programs, determine goals/objectives, create metrics and evaluation tools with supervision from the Program Manager
- Plan and lead various youth programs including tutoring, college coaching, workforce development, leadership training, and service learning activities
- Oversee the day to day operation of the after school tutoring program
- Serve as mentor to a cohort of 50-60 youth during the year
- Assist with tutor training, supervision, and evaluation
- Maintain thorough program and student records using Salesforce
- Support development of new programs

2. Conduct community outreach

- Engage parents with regular communications along with Parent Engagement Coordinator
- Assist with development of student recruitment strategy and implement recruitment activities including outreach to community and local schools
- Work with local schools to implement various programming
- Work with community partners to carry out collaborative programs

3. Assist with program evaluation

- Design program evaluation tools based on program goals/objectives
- Collect data for program evaluation
- Assist with data analysis and use information to identify program improvement needs and assist with implementation of program improvements

4. Other

- Attend trainings regularly to bring new knowledge and ideas to improve our programs
- Attend bi-weekly staff meetings

Qualifications:

- Bachelor's degree required
- Interest in nonprofit career and youth development
- Possess self-initiative, able to work independently and within a team

- Professional, organized, has excellent attention to detail, time management and able to handle multiple projects and tasks simultaneously
- Minimum 1 year of experience working with high school youth required
- Familiarity with the service community required
- Proficiency with Microsoft Office tools, Google applications
- Minimum of conversational spoken Chinese Cantonese and/or Mandarin highly preferred

To apply, please send a cover letter and resume to us via email at careers@projectvisionchicago.org.