



**Position:** Youth Program Coordinator (High School)

**Reports to:** Program Manager

**Status:**

Exempt, 40 hours/week

Starting salary range: \$40,000-45,000

Benefits eligible (medical, dental, paid time off)

**Project: VISION is a nonprofit organization with a mission to help youth of Chicago's Greater Chinatown community achieve their full potential by providing them with tools for educational, personal, and civic development. PV serves over 300 middle and high school youth each year out of its two Chinatown youth centers as well as three local school-based sites. We are seeking a mission-driven, creative, and energetic individual to join our team and serve as a Youth Program Coordinator within our High School Scholars Program.**

**The ideal candidate will have a commitment to our mission, experience and passion for working with young people, and willingness to be flexible and responsive to the needs of a growing organization.**

The Youth Program Coordinator's role will focus on delivering high quality youth programming focusing on leadership development, civic engagement, and workforce readiness. These programs aim to help youth connect with their communities via meaningful service learning opportunities, while also building critical 21st century skills that translate to high school, college, and workplace success.

The primary responsibilities of the Youth Program Coordinator will include:

- Developing curriculum for 2-3 programs that creatively motivates youth to civically engage with their communities while helping them to build essential leadership and professional skills
- Planning and delivering engaging weekly workshops to groups of 15-30 youth (includes creating activities, presentations, and coordinating speakers and field trips) in a space that is safe, welcoming, and supportive
- Effectively coaching and mentoring youth to ensure that their youth-designed and led community service projects are successfully implemented
- Ensuring that the program aligns with PV's mission and achieves the overall program goals, objectives, and anticipated youth outcomes
- Understand the process and performance metrics that need to be captured for program evaluation and supporting program evaluation by creating evaluation tools and collecting data
- Carrying out the administrative aspects of the program in an organized and timely manner, including student recruitment and enrollment, maintaining student records, data collection/entry/reporting, and other grant compliance requirements
- Building and maintaining positive and supportive relationships with about 70-80 youth participating in the Coordinator's programs by proactively learning about their needs/challenges and serving as a mentor and coach to youth.

- Outreaching and building partnerships and collaborations with other local organizations and schools when appropriate
- Training and supervising part-time staff or volunteers, who support the programs

Other responsibilities include:

- Supporting other Coordinators' programs activities when needed, including tutoring, college readiness and post-secondary planning programs, and workforce development and internship programs
- Engage parents with regular communications
- Support identification of program improvement needs and implementation of program improvement plans
- Attend and actively participate in team meetings
- Attend trainings regularly to stay abreast of best practices in youth programming as well as to meet funder requirements

**Qualifications:**

- Bachelor's degree required
- Minimum of 2 years of experience working with high school youth required
- Minimum of 1 year of experience working in a teaching role or other role(s) where the candidate has created, planned, and delivered programs to groups of at least 15 youth at a time in a classroom setting
- Proficiency with Microsoft Office tools, Google applications
- Minimum of conversational spoken Chinese Cantonese and/or Mandarin highly preferred
- Other qualifications for consideration will be:
  - Demonstrated strong interest in a nonprofit career in youth development
  - Values alignment with the organization, including commitment to its mission and goals and the issues of AAPI and immigrant youth and families and the local Chinatown community
  - Ability to problem solve, offering ideas and suggestions while working with team members to overcome challenges
  - Self-driven work ethic and resilience as demonstrated by exhibiting ownership of projects, taking initiative, and able to adapt to shifting priorities and needs of the organization
  - Strong organizational skills with attention to detail and capacity to manage multiple projects and occasional high volume of work with efficiency and without sacrificing quality
  - Positive attitude with ability to problem solve in the face of challenges and turn negative outcomes into learning opportunities
  - Comfortability with working independently but also able to work in a team environment and willing to ask for help when needed
  - Strong communication skills
  - Experience managing others, including volunteers, through training, supervision, and providing feedback

**To apply, please send a cover letter and resume to us via email at [careers@projectvisionchicago.org](mailto:careers@projectvisionchicago.org).**