



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

**Reports to:** Youth 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 supporting youths' academic achievement via after school tutoring and enrichment programs. These programs aim to help youth build foundational knowledge and effective study skills and habits, which promote high school graduation and college access and success. The Coordinator will also work collaboratively with other team members to support other program components such as service learning and leadership programs.

The primary responsibilities of the Youth Program Coordinator will include the following:

- **Oversee the daily after school tutoring program**
  - Facilitate day to day tutoring activities, ensuring that all students are engaged with their homework and getting the support that they need from their assigned tutors
  - Supervise and facilitate the workflow of Lead Tutors and Tutors
  - Manage use of the classroom space, equipment, supplies, and learning materials
  - Ensure the space is welcoming and conducive to learning
- **Develop and implement weekly academic enrichment activities, which strengthen student knowledge and skills in core high school subjects**
- **Coach and mentor a cohort of 20-30 youth who experience academic challenges, including English Language Learners, by holding regular one-on-one and goal-setting and check-in meetings with each youth**
- **Ensure accurate and thorough documentation of students' academic activities and progress**
- **Understand the process and performance metrics that need to be captured for program evaluation and support program evaluation by collecting data and utilizing evaluation tools:**
  - Track weekly student attendance and follow up with students to encourage consistent attendance and participation

- Collect and evaluate students' quarterly grades, and coordinate additional academic support or interventions for students as needed
- Report program data and metrics via PV or funder designated tracking and reporting tools
- Support training and evaluation of Lead Tutors, Tutors, and volunteers
- Support recruitment and enrollment of youth into the program
- Conduct outreach and build partnerships and collaborations with other local organizations and schools when needed

Other responsibilities include:

- Support other program activities when needed, including coordinating service learning activities and leadership workshops in collaboration with other Program Coordinators
- Provide administrative support to service and leadership programs, including student recruitment, data collection, and other grant compliance and administrative tasks
- Work with the Parent Engagement Coordinator to engage parents with regular communications and other supports
- Work with the Case Manager to identify youth who may need additional external services (e.g. supporting mental health, basic needs, etc.) and help coordinate access to resources as needed
- Help identify program improvement needs and implement 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 1 year of experience working with high school youth required
- Proficiency with Microsoft Office tools and 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 verbal and written communication skills

- Experience managing others, including providing training, supervision, and feedback to team members

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