



Position: Youth Program Coordinator (High School - College & Workforce Programs)

Reports to: Youth Program Manager

Status:

Exempt, 40 hours/week

Starting salary range: \$40,000-46,000

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 is committed to our mission and has experience and passion for working with young people. They are also driven by a growth mindset and thrive in a fast-paced, impact-based work environment.

The Youth Program Coordinator's role will focus on supporting youths' post-secondary success through programs that help youth navigate the college application process as well as gain workforce training and opportunities for career exploration. These programs aim to ultimately help youth achieve college access and success and workplace readiness.

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

- Designing and implementing college readiness activities for 9th-12th grade students, including:
 - Workshops focusing on a variety of post-secondary topics such as goal-setting, introduction to college applications, alternative post-secondary pathways, financial aid, life skills, and others
 - 10-week SAT test preparation course for 10th and 11th grade students; the Coordinator will develop course content and work with Instructors/Tutors to develop lesson plans
 - College campus visits
- Coaching 10-15 high school seniors during the college application process by providing regular meetings to support students with goal-setting, creating college lists, essay editing, and completing financial aid (FAFSA) and scholarship applications
- Coordinating PV's workforce development program, Project: Watch Out World (WOW), which serves 45 youth:
 - Create and deliver monthly professional development workshops focusing on 21st century skills building, resume writing, interviewing skills, and other professional skills
 - Secure summer internship positions for youth by outreaching to potential employers and helping to build and maintain strong employer partner relationships

- Guide youth through their employment onboarding and training, continued skills development, and performance improvement needs to ensure successful completion of summer internships
- Evaluating program outcomes and impact based on process and performance metrics; for example, the Coordinator will:
 - Track student attendance and follow up with students to encourage consistent attendance and participation in programs
 - Maintain accurate and thorough documentation of student and program activities and progress via PV or funder designated tracking and reporting tools
- Working collaboratively with volunteers to carry out program activities; support volunteer onboarding and training when needed
- Conducting recruitment and enrollment of youth into the programs
- Outreaching and building partnerships and collaborations with other local organizations and schools when needed

Other responsibilities include:

- Supporting other program activities when needed, including coordinating after school tutoring, service learning activities, and leadership workshops in collaboration with other Program Coordinators
- Taking on coordinating special programs such as recreational activities and arts workshops when these opportunities arise
- Working with the Parent Engagement Coordinator to engage parents with regular communications and other support
- Working 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 these resources as needed
- Helping to identify program improvement needs and implement program improvement plans
- Attending and actively participate in team meetings
- Attending 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, experience with college coaching and workforce development highly preferred
- Proficiency with Microsoft Office tools and Google applications
- Experience managing others, including providing training, supervision, and feedback to team members
- Minimum of conversational spoken Chinese Cantonese and/or Mandarin highly preferred

We will be prioritizing candidates who have:

- 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

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