



## Youth Program Coordinator

**Scope of Work:** For the past 12 years, CRB has partnered with the Kent School District to provide services to ensure ELL (English Language Learner) and refugee youth are successful in school and beyond. To do so, CRB provides a variety of educational support programming for students, their families, and school personnel. Programming includes workshops for youth focusing on the transition to college or other enrichment options beyond the core curriculum, direct mentoring and tutoring for students, and other general support. CRB's Youth Program provides academic support to K- 12 students from Burma, Iraq, Iran, Ukraine, Somalia, Ethiopia, and Afghanistan.

### Brief Description

The *Youth Program Coordinator (YPC)* will plan and coordinate, co-design and implement all CRB's site-based Youth Education Programs in Kent School District and others. Duties will include coordinating students, volunteers, partnerships, and staff for on-site academic programming.

### Time Commitment

Full-time position (40 hours per week)

### Benefits

\$47,840 to \$52,000 annual salary

Medical, Dental, Vision, 401K and Life Insurance, Paid Vacation and Sick Leave, Monthly cell-phone stipend, Mileage Stipend Professional development opportunities

### Work Site

Work takes place at our office in Kent, as well as programming sites in Kent.

### Reports To

Youth Program Manager

### Note:

***CRB requires all staff and volunteers to be fully vaccinated and provide vaccination documentation for Covid-19. New employees must meet this requirement before starting their positions. We serve vulnerable communities, and we feel that it is our responsibility to protect the communities we cherish as well as ourselves from harm. All safety protocols must be followed while in CRB offices, work sites, community events, or clients' homes.***

## Responsibilities

### **Youth Program Coordination (35%)**

- Plan and coordinate all site-based youth program activities, including tutoring programs and academic enrichment activities. Communicate with teachers, school district staff, potential field trip locations, and other partners in the community to support youth academic achievement.
- Promote respect and teamwork to ensure all students are working collaboratively. Regularly track attendance and follow up with youth and parents if necessary.
- Maintain intake forms for new students/clients throughout the year.

### **Volunteer Management and Coordination (30%)**

- Participate in program-specific volunteer recruitment and orientation.
- Update volunteer database and improve the tracking procedures for volunteer data.
- Maintain regular correspondence with program-specific volunteers to assure their responsibilities are maintained and to assist with providing additional materials or support as needed.

### **Youth Program Outreach (20%)**

- Update existing outreach materials for the Youth Program, including brochures and flyers, to advertise activities and engage target audiences such as families and students.
- Maintain a system to keep refugee students accountable for their participation in the youth programs.
- Attend outreach events and conduct outreach in the community to let school staff, potential clients and the public know about CRB's youth program.
- Update social media pages to share major Youth Education Program events and accomplishments with students, families and potential volunteers and supporters.

### **Administration (15%)**

- Manage program materials by archiving and entering gathered data throughout the year (ex: physical sign-in forms and completed student paperwork).
- Develop new systems for cataloging of information gathered from various programs in both online and physical platforms.
- Assist with new grant applications.

## Qualifications

### *Education –*

- Bachelor's degree in education, social work, public administration, English, or a related field required.

### *Experience –*

- 4 years or more teaching/tutoring experience required.
- 3 years or more working with high school/middle school youth required
- 2 years of project coordination experience required.
- Lived experience or prior experience working with immigrant or refugee communities required.
- Project management experience desired.
- Basic web design or social media experience desired.
- Some grant writing experience desired.

### *Knowledge, skills, and dispositions –*

- Ability to speak languages such as Farsi/Dari, Arabic, Somali, Ukrainian or Burmese strongly desired.
- Friendly and outgoing personality.
- Comfort and interest in working with refugee youth from a variety of backgrounds, including those with limited English literacy skills.
- Enthusiastic about education and interested in refugee and immigrant issues.
- Strong verbal and cross-cultural communication skills preferred.
- Exceptional organizational skills with the ability to multi-task and pay attention to details.
- Demonstrated ability to collaborate on a team.
- Exhibited the ability to work effectively on projects with goals and deadlines.
- Must be responsible and accountable.

*Must have some evening and weekend availability.*

*Must have reliable transportation.*

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## Application Process

Please send a resume and cover letter to Mutende Katambo, [mutendek@rootedbrilliance.org](mailto:mutendek@rootedbrilliance.org). Applicants must pass a background check.