

Program Coordinator



The position identifies student participants who are at risk of dropping out of high school and provides advocacy services to ensure high school graduation and continued success post High School. Additionally, the coordinator is responsible for the recruitment, retention, and on-going communication with School Liaisons who serve as the link between Youth On Their Own and the student. The Program Coordinator conducts outreach to community partners to increase referrals to the YOTO program.

Work Schedule: Full Time Salaried. Hours may vary to include special events and activities on evenings and weekends.

Status: Regular Full-time Exempt.

Reports to: Director of Programs

Minimum Qualifications:

- Bachelor's degree in Education, Social Work, Psychology, or related field.
- Experience working with youth ages 12 – 22; Compassion and understanding for challenged youth population we serve
- Strong communication skills working with youth.
- Ability to create and maintain energetic and positive interactions with students, staff, volunteers, donors, other agencies, and the community and public.
- Ability to work with and maintain confidential files, records, and correspondence with understanding of timely and accurate maintenance of program data and statistics as necessary.
- Ability to be flexible and work well in a variety of situations.
- Ability to multi-task, communicate and work in collaboration with numerous supporting constituents and as part of a team.
- Valid driver's license, clean driving record, and own auto (mileage reimbursement provided).
- Ability to receive Fingerprint Clearance Card.
- English/Spanish speaker preferred, but not required.

Duties:

Main responsibilities:

- Travel to and meet with School Liaisons and student clients at their school on a regular basis.
- Regularly conducts academic trend analyses to identify at-risk student participants; priority given to 12th grade student clients to ensure their high school graduation.
- Assess student applications to determine program eligibility.
- Maintain caseload of assigned students, schools, and liaisons. Respond to questions from School Liaisons and student clients.
- Coordinating services for students (tracking requests, ensuring students receive requests, etc.).
- Meet with School Liaisons and Student Participants at their school as needed for topics related to College & Career. Conduct senior meetings and transition planning with seniors who are on-track to graduate high school.
- Respond to questions from School Liaisons and Student Participants, as well as be able to anticipate guidance and mentoring needs, in terms of post-secondary success (college and career), as needed. Support students with filling out, or reviewing, their FAFSA applications.
- Recruit School Liaisons in schools where there is no Liaison by working with appropriate school personnel at the school site.
- Train new School Liaisons and provide on-going training and support.
- Present to other appropriate organizations information about the YOTO program to ensure the community is aware of the program and can make referrals of homeless teens when appropriate.
- Using current technologies develop a strategy for facilitating communication with and among Liaisons and student clients.
- Accept and process student applications, student living expense stipends, and emergency needs requests.
- May assist in other duties related to the administrative aspects of the YOTO program.
- Responsible for meeting metrics delineated by the Manager of Programs related to school visits, liaison contacts, and student engagement and success.
- Responsible for meeting metrics outlined by the Director of Programs

Professional Development:

- Participate in department and staff meetings.

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- Participate in agreed-upon community meetings, workshops, and task forces; collaborate with staff to strengthen programs, enhance learning, and improve internal systems.

Outreach:

- Conducts outreach to Arizona Department of Child Safety in Pima County to increase referrals of eligible youth enrolled in group homes and the foster care system to the YOTO program.
- Conducts outreach to other appropriate community agencies and government departments to increase referrals of eligible youth to the YOTO Program.
- Represents YOTO in a professional manner and presents information congruent with organizational policies and procedures.
- Represent YOTO at tabling events, speaking events, resource fairs, community events, and organization fundraising events.

Essential Skills and Abilities:

- Excellent communication skills both orally and written.
- Strong attention to detail
- Data-driven and able to communicate data to different stakeholders.
- Able to multi-task.
- Strong organizational skills with the ability to work in a demanding self-directed work environment.
- Working knowledge and successful utilization of Microsoft office tools.

Physical Demands/Working Conditions:

- Intermittent physical activity including bending, reaching, and prolonged periods of sitting and using a computer
- Able to lift up to 20 pounds.

*The intent of this position description is to provide a representative summary of the essential duties performed by incumbents of the position. Incumbents may be required to perform other job-related tasks other than those specifically presented in this description. **Job description is subject to change.***

Find out why YOTO is attracting and retaining the best employees! If you are interested and qualified, please apply now. YOTO offers a supportive and positive work environment, full benefits for employees including health, dental and life insurance; a 401K matching program; and generous holiday and vacation schedules.

PRE-EMPLOYMENT SCREENINGS

Youth On Their Own conducts pre-employment screenings for all positions, which includes a criminal background check, verification of academic credentials, licenses, certifications, and work history. In addition, a check of names and identification documents is conducted on all new employees to ensure they are legally authorized to work in the United States. Apply Now.

Job Type: Full-time

If you are passionate about the YOTO mission, please submit your resume, cover letter and three references to dfigueroa@yoto.org.

No phone calls, please.

Position is open until filled.

Daniela Figueroa, Director of Programs

Youth On Their Own

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Youth On Their Own (YOTO) – strives to eliminate barriers to education and empower Pima County's homeless youth to stay in school. For over 30 years, we have supported the high school graduation of this unique demographic by providing financial assistance, basic human needs, and guidance. With the help of our supporters we empower homeless youth to remain in school and pursue opportunities for self-sufficiency.

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Program Coordinator March 2019