Position Title: Education Coordinator
Part-Time
Department: StreetLeader Program
(Children Youth Ministries)
Salary Range: $17 an hour at (29) hours per week
Reports to: StreetLeader Program Director

Position Summary:
The mission of UrbanPromise is to equip children and young adults with the skills necessary for academic achievement, life management, spiritual growth, and leadership. The Children & Youth Ministries Department (CYM) and the StreetLeader (SL) Program seek to equip youth with on-the-job training and leadership skills development through experience working at summer camps and afterschool programs.

Through this program, youth develop the skills to promote positive change in their communities by mentoring younger children, experiencing meaningful employment, exploring their faith, engaging in experiential learning, and developing necessary life skills.

The Education Coordinator is responsible for implement the UrbanPromise and StreetLeader Program mission by directing, coordinating, and managing the on-site day to day of the education and college preparation programs.

Essential Job Functions:
1. To serve as an academic support and mentor to SLs (focus on academic counseling).
2. To educate and develop a plan with SLs on their post-high school career, this may include exploring choices of the workforce, trade programs, military, colleges, and or universities.
3. To develop and lead academic enrichment courses such as, SAT Prep, College Prep, Tutoring and etc.
4. To work closely with The College Advisor to develop and co-lead college application process for SLs including helping to coordinate financial aid workshops, reviewing scholarship applications, standardized tests, fee waivers, etc.
5. To work closely with The College Advisors to plan and lead college tours for SLs.
6. To provide transportation to SLs to and from educational activities and events.
7. To collect, track and input SLs academic data (grades, attendance, and etc) into UPM database.
8. Conduct one-on-one meetings with SLs to develop educational goals.
9. To assist in the planning and execution of the annual SL hiring event.
10. To assist in CYM and UP special events including but not limited to Golf Tournament, Annual Banquet, More than a Beauty Pageant and other SL focused initiatives.
11. To establish, develop and maintain relationships with community partners such as local high schools, colleges, and universities in promoting SL program outcomes.
12. To collaborate with all other UP department and external partners in assuring cohesive service delivery and case management to SL’s and their families.
13. Employee must possess or be willing to obtain CPR and First Aid Certification; CDL license within 3-4 months of hire.

Essential Job Requirements:

EDUCATION Bachelor’s Degree or higher, preferably in education, youth ministry, or another related field.

EXPERIENCE Experience working with urban youth and high school students. Experience in College Preparation.
REQUIRED SKILLS

Excellent written, communication, and interpersonal skills.

Knowledge and experience of Microsoft Office; Strong interpersonal communication, organizational, time management, and teamwork/collaboration

Driver’s license in good standing and comfort driving larger vehicle. Applicant must possess or be willing to obtain CPR and First Aid Certification; CDL license within 3-4 months of hire.

PHYSICAL REQUIREMENTS

The Education Coordinator is expected to perform duties and responsibilities of a physical nature. Must be able to lift a minimum of 10lbs-15lbs. She or he must be comfortable with driving a large vehicle.