

# Youth Program Coordinator

HUNE

## Job description

We are seeking a Youth Program Coordinator to empower youth and families have high expectations and presume competence; and help Youth stay on track to graduation!

### Responsibilities:

- Outreach and collaborate with State, local and community partners, schools and families;
- Design and implement lesson plans, training curriculums and activities;
- Conduct trainings in-person and virtual on a variety of topics;
- Establish academic goals and milestones via IEP and life-long goal setting with students;
- Learn and use Check and Connect Mentor Program and LifeCourse Tools with students and families;
- Document and communicate student progress to students and families;
- Lead Youth team;
- Maintain and update database daily and monthly report.

### Qualifications:

- Bachelor's Degree in education, business or related field required
- Experience in mentoring, tutoring, or other related fields
- Ability to build rapport with students, schools and families
- Knowledge of core educational subjects
- Outreach and networking experience
- Excellent written and verbal communication skills in both English and Spanish
- Excellent team building and networking skills
- Experience with special education preferable

Job Type: Full-time

Salary: From \$23.00 per hour

Benefits:

- Flexible schedule
- Paid time off

Schedule:

- Monday to Friday

Education:

- Bachelor's (Required)

Language:

- English/Spanish (Preferred)

Work Location: 2215 N American Street, Philadelphia PA 19133

Send resume to: [lhernandez@huneinc.org](mailto:lhernandez@huneinc.org); [ecruz@huneinc.org](mailto:ecruz@huneinc.org)