



## **JOB DESCRIPTION: Desea Soñar Educational Program Coordinator**

### **POSITION SUMMARY**

The Chelsea Collaborative seeks a full-time Educational Program Coordinator to work with the Youth Program Manager to develop and implement afterschool programming, develop curriculum, and teach independently. This will include preparing materials and logistics for lessons and activities, as well as leading the lessons. We are seeking candidates with skill in middle school education, youth development, and program development. Candidates should have experience with several of the following activities: teaching, tutoring, group facilitation, activity/lesson planning, art and case management. The Educational Program Coordinator may also assist in building partnerships with schools and local organizations to recruit new students for the program.

### **ABOUT THE CHELSEA COLLABORATIVE**

The Chelsea Collaborative is dedicated to empowering Chelsea residents to address persistent issues of inequity that negatively impact their lives and can be devastating for those most vulnerable among us - children, immigrants, and refugees. We uphold and enact the values our country was founded on, offering sanctuary, fellowship, and opportunities to thrive for all members of our community. We offer an array of programs and services to meet the basic needs of Chelsea residents, foster leadership and citizenship among newcomers, develop the next generation of leaders, respond effectively to crises, and create systemic change that increases equity and justice for years to come.

### **RESPONSIBILITIES include, but are not limited to the following:**

- Work with Chelsea Collaborative partners, middle school staff, and volunteers to implement quality academic and enrichment programming to participants
- Work in collaboration with the Program Manager to create hands-on, quality educational programming for middle school participants
- Develop curriculum materials and learning activities to increase academic skills in participants
- Incorporate strategies into programming to best support English Language Learners
- Manage behavior and encourage program participants to follow program agreements
- Maintain communication with participants' school teachers, guidance counselors, and parents/family
- Conduct participant recruitment and retention activities throughout program
- Maintain materials, supplies, and space of program
- Responsible for all program paperwork, data collection, grant reporting, and evaluation

- Recruit, supervise, and coordinate all program interns and volunteers to develop capacity of Desea Soñar program
- Engage Desea Soñar participants' families in Chelsea Collaborative social justice organizing events and programming
- Facilitate positive communication and build relationships between Desea Soñar and parents/families of program participants
- Attend community and partner meetings as directed to expand resources and relationships and positively represent the Chelsea Collaborative

## QUALIFICATIONS

- A commitment to and experience working with youth
- Demonstrated ability to establish rapport with youth
- Demonstrated ability to manage student behavior
- Strong interpersonal skills and cultural sensitivity
- Strong written and verbal communication skills
- Strong project planning skills, detail orientation, and ability to handle multiple and complex projects
- Bilingual (Spanish/English)
- Excellent management skills
- Ability to work some evenings and weekends
- Demonstrated presentation and facilitation skills
- Knowledgeable about academic, employment, mental health and other community resources for youth
- Good computer skills - Microsoft Office, e-mail, database software, desktop publishing a plus
- Strong organizational skills
- Ability to work in a team, as well as to take initiative and work independently
- Quick learner
- Ability to work with a diverse range of people and to motivate them to become involved in community work
- Enthusiastic, flexible, self-motivated, dependable, responsible and creative
- Commitment to social justice and youth empowerment efforts a must

## EDUCATION

- High school diploma required
- Bachelor's degree or higher recommended
- Completed youth leadership or youth work trainings

## EXPERIENCE

- Must have 1-2 years of professional experience in middle school programming
- Minimum one year of experience as a teacher or in youth development/education
- Program management experience
- Understanding of culture of after school/out of school time

- Knowledge of effective strategies for working with English Language Learners and diverse communities
- Experience working in Chelsea a plus

**TO APPLY**

Those who do not have direct youth work experience need not apply. To be considered for this position, please follow carefully the directions to apply: E-mail resume and cover letter by September 30, 2017 to [nicolep@chelseacollab.org](mailto:nicolep@chelseacollab.org).

*The Chelsea Collaborative is an ADA, Affirmative Action, and Equal Opportunity Employer*