



Program Coordinator Job Description

DIRECT SUPERVISOR: Noemi Saafyr Paz, Director

START DATE: October 23rd, 2017

HOURS \$ PAY RATE: 20 hours a week; \$15-\$16 an hour

RESPONSIBILITIES:

- Train and support youth staff and youth worker to run programming, events, community projects, and bigger-picture organizing work
- Oversee and implement schedule for school year, beginning with initial trainings and activities with youth staff; followed by youth staff doing outreach, leading programming for additional youth, identifying priority issues, and creating workshops and activities; and ending with final action projects and closing activities.
- Work with youth staff and youth worker to create a consistent structure and schedule for each day and week, including training youth staff and preparation for the first part of the day and inviting additional youth for programming in the second part of the day.
- Supervise and support youth worker with work, life goals and issues
- Administrative tasks for programming, such as managing timesheets for youth
- Document program, track activities and young people's growth, and report on the program to the Director
- Attend weekly supervision/support meetings
- Oversee safety and liability for the program
- Occasional weekend and evening hours related to above responsibilities such as the retreat
- Other limited responsibilities as needed

QUALIFICATIONS: COORDINATOR, BEANTOWN SOCIETY:

- Life experiences similar to those of youth staff and participants.
- Having grown up in Boston and/or Beantown Society alumni is a plus.
- A proven commitment to social justice and demonstrated understanding of societal oppressions/-isms, including racism, sexism, classism, heterosexism and adultism, etc.
- Experience developing and leading workshops/curriculum and supporting youth to lead activities, events and action projects
- Experience in supporting youth-led projects or programming and supervising young adults.
- At least one year of experience working with diverse youth from underrepresented communities in an urban setting; experience working with Boston youth is a plus.
- Reliable with an ability to work both independently and with a team.
- Strong verbal and written communication skills.

Please submit resume and cover letter to noemispaz@beantownsociety.org.
Deadline: October 12, 2017