



COORDINATOR OF YOUTH SERVICES

Reports to: Program Manager	Pay: \$33,504 - \$40,008 (100% FTE) \$16.10 - \$19.23 per hour	Employees to be supervised: N/A
		Status: Hourly – Full Time
Location: Canoga Park, CA and/or Van Nuys, CA		Work Hours: Monday – Friday 40 hours/ week, some evenings and weekends required

At NEW, we believe that Poverty is a monster destroying hope and prosperity in the lives of low income communities and their families. Using NEW’s transformative approach we connect people, communities, and families to their own sense of power and economic mobility. We implement a holistic approach in all we do by addressing families' basic needs, such as finding a stable and safe place to live, to supporting ambitious plans such as purchasing a home or starting a business.

At NEW we respect and honor all families, communities and cultures. We encourage innovation and “thinking outside the box”. We expect all employees to connect, create, and celebrate by being authentic, bold, engaged and transformational.

Position Summary:

The Youth Services Coordinator within the FamilySource Center is responsible for providing excellent customer service and by providing collaborative leadership for coordinating the academic achievement of youth in grades K -12. The Coordinator will be responsible for building partnerships, training and monitoring services in order to ensure quality academic support is provided to students. Monitors and ensures the FamilySource Centers meet and exceed the increased academic achievement outcomes. All FSC-staff must understand the FSC program purpose, vision and objectives, be knowledgeable of services and resources, and engage in the following activities: outreach, intake/assessments, referrals, and customer follow up. As an ambassador for the organization, this person is also responsible for actively supporting the overall mission and vision of NEW

Duties and Responsibilities:

- Coordinate all youth activities and services within the FamilySource Center.
- In collaboration with Program Manager, secure effective academic support/tutoring services that address youth academic needs.
- Promote FSC Youth services within schools, community centers, non-profit organizations, libraries, etc.
- Liaison for Subcontractors and the services that are provided to the youth within the FamilySource Center.
- Monitor performance of academic achievement service providers for middle and high school student participants
- Assist in the development of action plans for underperforming academic achievement service providers.
- Monitor the progress of FSC Outcome 2: Increase Academic Achievement
- Research and secure resources for children, youth and parents
- Submit monthly success stories.
- Enter all academic achievement services in ISIS
- Provide outcome obtained for Center Manager
- Submit receipts to Manager and Bookkeeping.
- Participate in FSC staff meetings, FSC partner/service provider meetings, (NEW) organization-wide meetings, etc.
- Assist the FamilySource Centers with general duties such as, front desk coverage, walk-ins, etc. when necessary
- Perform other duties as assigned by Supervisor



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Qualifications and Experience:

- Bachelor of Arts in Education or 5 years of experience providing academic support or tutoring
- 2 years minimum experience in community, social/human services, public school system
- Experience working with children and youth, youth academic enrichment and family support programs
- Experience working with community partnerships and collaborations.
- Strong verbal and written communication skills.
- Organized and detail oriented
- Demonstrated ability to work effectively as a team member.
- Experience working with individuals of diverse ethnic backgrounds.
- Must be computer literate in word processing and spreadsheet software.
- Experience with Windows, Microsoft Word, Excel, Power Point and Publisher.
- Database knowledge is a plus.

Additional Requirements:

- Must have a valid California Driver's License, Liability Insurance, and an automobile in good working condition
- Fingerprinting and TB Clearance
- CPR/First Aid Certification is a plus
- Flexible with working hours, including evenings and weekends
- Must be Fluent in Spanish

Apply via e-mail or website only

Submit your resume with a cover letter:

Via Website: <https://neweconomicsforwomen.org/our-job-openings/>

Via E-mail to hr@neworg.us

(Please ensure to include the position you are applying for on the subject of your e-mail)

For additional information you may contact Human Resources:

303 S Loma Drive, Los Angeles, CA 90017 | (213) 483-2060 Ext-311

E-mail hr@neworg.us

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Learn more about us at: www.neweconomicsforwomen.org

New Economics for Women (NEW) creates economic and educational opportunities for single parents, families and disinvested communities as a pathway for dreams to come true.

EQUAL
OPPORTUNITY
EMPLOYER