



Youth Program Coordinator

About Us:

World Mind Creation Academy (www.wmcaacademy.org), a fiscally sponsored project of Shunpike (www.shunpike.org) is led by refugee and immigrant women with a passion to empower underserved youth in our local communities. Together we work to create opportunities for refugee and immigrant youth to develop holistically and emerge as community healers and leaders via mentoring and creative youth-driven programming.

About the position:

World Mind Creation Academy (WMCA) is looking for a Youth Program Coordinator to coordinate and implement programming for immigrant and refugee youth in the Rainier Vista Community based on WMCA's Emergent Curriculum. We seek an innovative, action-oriented leader; with an entrepreneurial approach to fill this new position on our growing team. The coordinator will work closely with the project's Executive Director to accomplish the vision and mission of WMCA. Your work will encourage and promote resilience by prioritizing youth voice and providing a safe, creative, supportive and collaborative learning environment for school age youth to identify and address barriers in their own development.

Experience and Skills

The ideal candidate is a passionate, mission-driven, self-directed problem solver who is able to connect, create and build with people on an individual and group level; who is committed to the WMCA mission and vision, skilled in managing multiple projects and initiatives and is able to communicate with people from a wide variety of backgrounds and lived experiences.

Note: For the experience and skills listed below, both paid and volunteer are considered and valued.

- Demonstrated experience leading, planning, organizing, promoting and delivering programming serving refugee, immigrant, other underserved youth
- Actively engage and energize youth, community members and volunteers in a collaborative environment
- Ability to build and sustain relationships with youth, parents, partners, board members, donors, and community members and allies to identify and understand their interests and needs
- Knowledge of (or willingness to learn about) mindfulness or meditation
- Ability to resolve conflict and/or manage crisis
- Ability to communicate both verbally and in writing in a persuasive and passionate manner
- Experience managing government contracts

Position Responsibilities

- Schedule, implement and lead activities for youth and volunteers
- Coordinate day-to-day program needs including scheduling field trips, ordering supplies and reserving spaces
- Serve as a mentor to program participants, and youth in the community
- Prioritize youth voice; Communicate regularly with youth to determine their needs and interests
- Conduct outreach to recruit and register youth participants utilizing various outreach approaches, including door-to-door outreach and in-home visits.
- Create and maintain positive relationships with families and youth participants
- Serve as a liaison between youth, families, and other stakeholders including local community building organizations (CBOs) and schools to increase and strengthen the network of support available to youth in the community.

- Identify and connect with community partners to create programming opportunities; build partnerships with volunteers, community members, and other organizations that provide services to the children and families; formalize these partnerships with Memorandums of Understanding (MOUs)
- Create a yearly plan for youth engagement events and other program/community activities
- Prepare the program budget and program reports
- Maintain required records and documentation including; registration packets, attendance, case notes, and quarterly progress reports
- Ensure effective systems to track youth development and outcomes; regularly evaluate program components to ensure that the requirements of funders are met and that outcomes measurements are produced that can be effectively communicated to the board, funders, and other stakeholders and that can be used to drive program improvement.
- Support WMCA development staff through participation in fundraising events, tours, meetings with current or potential funders or donors, news stories, thank you letters to supporters, assistance with grant proposals, and identification of needs and communication of relevant stories.
- Other projects and tasks as identified by the Executive Director

Required

- Access to reliable transportation to travel and work off-site (schools, neighborhoods, partner meetings)

DESIRED BUT NOT REQUIRED

- Ability to communicate in one of the following languages (written & verbal): Somali, Amharic, Tigrinya, Oromo

Employment Type: Full Time (40 hr week that requires willingness to work outside of normal business hours), Exempt

Compensation & Benefits: \$3,200/ month + flexible and sometimes virtual work schedule, generous paid leave, floating holidays, and a relaxed environment with a small and passionate team!!!

To apply: Please email a resume and cover letter to applywmca@gmail.com and reference “ Youth Program Coordinator” in the subject line. In your cover letter, be sure to explain why you would like to work at WMCA and why this position.

Anticipated start date: April 15th, 2018

World Mind Creation Academy/Shunpike is an Equal Opportunity Employer with diversity being a fundamental principle of our organization. We actively recruit persons of diverse backgrounds and support the retention and advancement of diverse persons within the organization. We believe that having a board, staff, and volunteer base with diverse personal and professional backgrounds enhances our ability to meet our mission and creates a vibrant environment where individuals can learn, grow and thrive. People of diverse backgrounds, including diversity of race, ethnicity, gender, sexual orientation, and socio-economic status, are encouraged to apply.