



Job Description

Title: **exalt Program Coordinator**

Reports to: Director of Programs & External Relations

Summary:

exalt youth is seeking a dynamic, passionate person to join our team. **exalt's** mission is to transform the lives of court-involved youth by equipping them with the skills and experience they need to be self-sufficient members of society. We fulfill this mission by providing a cohesive, cohort-based educational internship program with four components: 1) a proprietary curriculum based classroom component 2) paid internships in youths' fields of interest; 3) post-internship education and career development services; and 4) an alumni network that provides ongoing access to resources. **exalt** partners with criminal justice agencies and schools to serve 150 court-involved youth, ages 15-19, annually.

The Program Coordinator manages young peoples' entire process through **exalt's** program, from assessing them at the enrollment phase, to meeting with them individually throughout all phases of the program to help them set and meet goals, monitoring them in internships, and collaborating with additional resources and institutions in their lives such as families, schools and criminal justice constituents.

Responsibilities

- Assess and select youth from partner sources to participate in **exalt's** program through candidate assessment interviews and a range of additional base-line assessments.
- Observe and assess program participants' participation, development, strengths and challenges in the six week long pre-internship preparation class (which runs two hours per day, four days per week).
- Collaborate with classroom teacher to develop strategies for participants to increase participation, maximize learning, and connect classroom learning to key outcome areas including avoidance of further criminal justice system involvement, increased persistence/investment in school, and long term employability.
- Meet individually with participants throughout duration of program to assess their progress and support them in meeting program goals.
- Devise strategies to address the diverse needs of students at risk of program incompleteness.
- Teach weekly seminars for participants during their internships to help youth process their experiences and continue developing skills focused on during the pre-internship classes.
- Maintain timely and professional communication with diverse range of external constituents including lawyers, probation officers, judges, other nonprofit staff, ensuring information is effectively conveyed regarding youth served.
- Conduct regular outreach to internship sites throughout duration of internships through regular site visits, phone calls to support youth and employers.
- Conduct visits to participants' schools to assist them develop advocates and improve performance. Attend participants' court dates to communicate their progress to constituents including judges and attorneys.
- Develop and connect participants to external resources beyond **exalt's** scope to provide holistic support.

- Work closely with Program Directors, Senior Teachers and other staff to continuously develop program to meet youth and employer needs and interests.

Competencies

- **Demonstrated ability to work one-on-one and in a classroom setting with high school age youth typically resistant to educational settings.** Must balance clear structure, accountability and discipline with engaging discussion and facilitation style to motivate participants towards high participation and commitment to program goals.
- **Adaptability:** Able to adapt quickly to new information and unexpected obstacles. Approaches change positively. Is able to adapt approach to specific needs, learning styles and personalities of each student.
- **Applied learning:** Able to learn and apply new position-related information quickly i.e. all **exalt** youth interface with the juvenile or criminal (adult) justice systems. Program Coordinator must become familiar with these systems to understand their role in students' lives and meaning in our curriculum.
- **Cultural competence:** has strong familiarity with and understanding of **exalt** students' histories, cultures and the socio-economic and political factors which have shaped those, and can use culturally relevant and contextualized lessons in one-on-one discussions and groups. Program cohorts are typically comprised of 80% Black American and Caribbean youth and 20% Latino youth.
- **Communication:** Clearly and effectively conveys and receives information and ideas. Demonstrates strong written, oral and listening skills.
- **Planning and Organizing:** Organizes work, sets priorities, determines resources requirements and seeks input and support from supervisors/colleagues; determines necessary sequence of activities needed to achieve goals.
- **Stress tolerance:** **exalt** students face a plethora of obstacles in their lives and often have pending court requirements that put their freedom in jeopardy. Staff must be able to manage making challenging decisions (e.g. potentially releasing a student from the program who cannot meet standards despite program flexibility), and balance the emotional aspects of working with young people facing severe challenges.

Performance Measures

- Students' progress as measured through likert scales, attendance, adherence to program contract obligations, and progress notes.
- Students' progress in comprehension, internalization and application of **exalt's** four core skills and additional curriculum content as measured through pre and post program assessments, employer assessments.
- Program completion rate of at least 55%.
- Graduates' achievement long term goals including fewer than 8% recidivating within 2 years of program completion and at least 85% continuing in school/education within same time period.

Qualifications

- Bachelors Degree required.
- Minimum of 3 years working with court-involved youth or similarly "at-risk" population of high-school aged youth.
- Bilingual (Spanish speaking) a plus.

Please send resume and cover letter to info@exaltyouth.org (Please indicate in cover letter what interests you about the position. Resumes without cover letters will not be considered.)

People of color strongly encouraged to apply

exalt is an equal opportunity employer. www.exaltyouth.org

