Youth 2 Leaders Education Foundation
JOB DESCRIPTION

Job Title:	Program Coordinator	**Job Category:**	40 Hours
Wage/ Salary:	$21- $25/hr	**Hours per Week:**	Ability to work a flexible work schedule depending on assignments and travel within and outside of the county to attend meetings and conferences. Some weekends and evenings.
Work Schedule:	Monday - Friday (Occasional Weekends)	**No. of Openings:**	1
Position Start Date:		**Position End Date:**	
Posting Date:		**Closing Date:**	
Main Office:	1701 Westwind Dr. Ste #116 Bakersfield, CA 93301	**Website:**	www.y2lef.org

Description:

- Program Coordination
  - Coordinate daily program activities, schedules, and logistics at assigned sites
  - Ensure program materials, supplies, and resources are prepared and available for each session
  - Monitor participant attendance, engagement, and progress; escalate concerns to the Director
  - Support implementation of curriculum and program activities as designed by the Director of Education Programs
- Staff & Volunteer Support
  - Provide on-site support and coordination for tutors, mentors, and program volunteers
  - Communicate program updates, schedules, and changes to site-level staff in a timely manner
  - Assist with tutor and mentor check-ins, timesheets, and day-to-day needs
- Data & Reporting
  - Collect and enter participant data including attendance, demographics, and activity logs
  - Assist the Director of Education Programs with program reporting and data compilation
  - Flag data discrepancies or gaps and ensure accurate records are maintained
- Community & Family Engagement
  - Serve as a point of contact for program participants and families at the site level
  - Support outreach, enrollment, and re-engagement efforts for program participants
  - Assist with community events, workshops, and organizational activities as needed

Qualifications:

- **Skills and Qualifications**
  - 1+ years of experience in youth programs, education support, or community work
  - Strong organizational and communication skills
  - Reliable, detail-oriented, and able to work independently
  - Comfortable working with youth from diverse backgrounds

- **Preferred Qualifications**
  - Bachelor's degree in Education, Child Development, Social Work, or related field, or be enrolled in the last semester of obtaining a Bachelor's Degree
  - Bilingual in English/Spanish strongly preferred
  - Experience working with migrant youth and families
  - Familiarity with after-school, tutoring, or supplemental education program models
  - Knowledge of grant compliance and outcome-based reporting

Qualifications:	● **ADDITIONAL SKILLS AND QUALIFICATIONS** ○ Strong leadership skills ○ Ability to work and interact well with individuals (staff, volunteers, and community members) from a variety of socioeconomic backgrounds in a culturally diverse environment ○ Maintains confidentiality and discretion of sensitive information ○ Exhibits a strong work ethic, honesty, and integrity in all aspects of the position and in carrying out job duties ○ Respectfully represents Y2LEF in the community ○ Detail-oriented, efficient, and organized ○ Efficient record-keeping abilities ○ Strong follow-through to complete daily tasks ○ Flexible and helpful–able to change plans, identify needed work, and adjust tasks as needed to manage time effectively and efficiently ○ Provides services with dignity, including services to coworkers and volunteers, customers, clients, and vendors without regard to race, creed, color, sex, or familial status ○ Exhibits conscientiousness toward time, schedule, and resources available at Y2LEF.
Benefits:	INSURANCE: MEDICAL, DENTAL, AND VISION OPTIONS AVAILABLE PAID TIME OFF: TWO WEEKS GIVEN AT NEW YEAR, PLUS TWELVE HOLIDAY DATES PER YEAR RETIREMENT: 401k

APPLICATION PROCEDURE: Official job application forms must be completed in full and submitted through the Google Form available online. If selected, students will be scheduled for a virtual interview.

GENERAL INFORMATION: It is the policy of Youth 2 Leaders Education Foundation to hire only United States Citizens or individuals lawfully authorized to work in the United States. All new employees will be required to present documentation verifying their right to accept employment. You will also be requested to present a Social Security Number at the time of initial appointment in compliance with state payroll regulations. State regulations require that every state employee sign the Oath of Allegiance prior to commencing the duties of their State employment, except legally non-citizens. These individuals are required to sign the Declaration of Permission to Work.