

## **Program Coordinator – YELLS Community Action Café Teen Program**

The YELLS Community Action Café is the signature teen program of Youth Empowerment through Learning, Leading, and Serving, Inc. In this innovative program, teens learn financial literacy, marketing, servant-leadership, customer service, event planning, and much more as they actually manage the Café and lead events and workshops to engage community members. Our Service-Learning model is rooted in youth voice and allows teens to rise as the leaders of their communities.

The YELLS Community Action Café Teen Program Coordinator is responsible for shaping the direction of the Community Action Café and developing resources and partnerships to support its goals. S/he will create a framework that empowers teens to lead and serve as they develop their community hub and social enterprise. The Program Coordinator will design and facilitate unique, purposeful, high-quality programs that inspire and equip teens to lead a movement of community empowerment.

### **Essential Duties and Functions**

- Collaborate with Director of Programs to understand, uphold, and communicate YELLS's vision & values
- Develop, coordinate, and actualize the Community Action Café program model and curriculum, bringing the vision to full reality
- Coordinate, schedule, and lead all programming to reach optimal engagement and impact
- Lead and facilitate all workshops (leadership and life skills, arts enrichment, media literacy, entrepreneurship, event planning, etc.) and programming when partners/contractors are not facilitating
- Deliver lessons in an "after-school style" that includes plenty of physical movement, encourages authentic experiences, and is filled with fun
- Develop and implement a strong career readiness curriculum that prepares teens for their internship roles and future careers
- Coach teens as they lead the Community Action Café business and its community projects and events
- Provide case management and track academic and social progress for each youth, ensuring s/he rises to his or her full potential within and outside of the Community Action Café
- Develop and implement strategies to increase youth membership & achieve optimal daily attendance
- Recruit and retain teen participants by developing authentic relationships, designing engaging learning experiences, and promoting youth voice
- Engage parents and families in YELLS events, workshops, and volunteer opportunities
- Recruit, train, and engage interns, volunteers, and community groups as coaches and facilitators
- Represent YELLS in the community, establishing and maintaining relationships with community partners, nonprofits, schools, donors, families, community members, and stakeholders
- Identify and connect with local resources and partners to enhance program delivery – handle all coordination of workshop facilitators, tutors, volunteers, field trips, service learning opportunities, job shadowing, and other special events and programming
- Create and manage a fluid connection between home, school, community and YELLS
- Plan, publicize, & implement special events, service opportunities, & family engagement activities
- Develop evaluation plan and use evaluation reports and feedback to guide program enhancements
- Complete grant reports and ensure all grant requirements and goals are met
- Promote an environment that welcomes and empowers all youth and staff

### **Qualifications**

- Bachelor's Degree in a related field (i.e., Education, Social Work, Business Management), Master's Degree a plus
- Wealth of knowledge and direct experience (at least three years) in positive youth development, service learning, curriculum writing, and best practices in program design and development
- Ability to move, motivate and inspire youth as a person to whom teens radiate
- Strong community outreach, writing, and public relations skills and ability to liaise with community partners and leaders; knowledge of local community resources and services an asset
- Employee management and training experience
- Bilingual – fluent in both English and Spanish – an asset
- Ability to work independently and be self-directed, staying organized to meet deadlines
- Advanced technological skills, with proficiency in Microsoft Office Suite

- COVID-19 vaccination required, or willingness to get vaccinated, due to interaction with youth

**Hours:** Full time: 10:15 am – 7:15 pm Monday through Friday (11:00 am – 8:00 pm Thursdays), with some morning/evening/weekend obligations

**Compensation Range:** \$48,000 - \$56,000 based on qualifications, plus an excellent benefits package

**Location:** Marietta, Georgia 30067

**Position to be filled immediately. To apply, please send resume and cover letter promptly to Laura Keefe, YELLS Executive Director, at [jobs@YELLSinc.org](mailto:jobs@YELLSinc.org).**