Youth Program Coordinator
Job Description

Position Title: Youth Program Coordinator
Reports To: Executive Director

SALARY AND BENEFITS:
This is a part time or full-time position offering a competitive salary for a small non-profit commensurate with education and experience.

The Youth Coordinator is responsible for administering and delivering programs for young adults in CSU’s service area. She/He is responsible for using existing program curricula to carryout CSU’s From the Ground Up internship program, and for updating and developing new curricula as necessary. The coordinator is responsible for taking notes and maintaining records to track program progress and accomplishments and ensure timelines and deliverables are being met. She/He should have a broad knowledge of current food justice, social justice, health and nutrition issues, specifically as they relate to youth and the communities of South Los Angeles. She/He works collaboratively with staff and community partners to carry out the program.

RESPONSIBILITIES:

- Provides leadership, guidance and training for program staff, youth interns, and apprentices.
- Conducts outreach to recruit youth for CSU’s youth program.
- Create schedules, timelines and detailed outlines for all youth teams.
- Coordinates and supervises the day-to-day activities of program staff, youth interns, and apprentices
- Facilitates the design and implementation of the youth team projects.
- Tracks and documents program sessions with sign in sheets, detailed notes, photos, & any other means deemed appropriate.
- Leads evaluations of program staff and evaluations of interns/apprentices in collaboration with program staff.
- Maintains & expands effective collaborative relationships with schools, orgs, etc. and serves as liaison between youth program staff and CSU management staff.
- Monitors program activities; reviews, prepares and submits program reports; to any funding agencies supporting this program
- Maintains a positive work environment and sets an example of conduct and professionalism for interns, apprentices and other CSU/VMP staff.
QUALIFICATIONS

• Excellent written and verbal communication skills
• Proficient in Microsoft Office (including Word, Excel, Access, Outlook, PowerPoint) and social media.
• Some experience of participating in and running youth programs is beneficial but not required
• Knowledge of and interest in the food system and social justice issues
• Bi-lingual Spanish speaker a bonus, but not required
• Ability to relate to young people AND keep a professional distance a must
• A self-starter with strong organizational and time management skills
• Must be grounded and organized and yet flexible and open to the changing demands of a small organization
• Willing to step into tasks as needed and requested by CSU management

To Apply:

Submit resume and cover letter to csu@csuinc.org. Position immediately available. Open until filled. Submissions reviewed on an on-going basis. No phone calls.