

Job Posting

March 9, 2020

POSITION

Project Developer (SYEP Younger Youth)

EMPLOYMENT TYPE

Temporary Full Time – 35 hours/week (April 2020 – August 2020)

SALARY

\$21.97/hour

REPORTS TO

Program Director

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist Educational Coordinator with the development of project-based activities for younger youth.
- Identify and obtain community resources and secure partnerships for project-based activities.
- Order supplies, materials and curriculum needed for effective project-based learning activities.
- Organize field trips.
- Lead Work Readiness Training component.
- Provide career coaching and counseling.
- Ensure youth are placed in project-based activities that are aligned with their interests.
- Monitor and report on project-based sites on a weekly basis.
- Refer participants for support services internally or externally.
- Coordinate culminating event.
- Complete all other assignments and tasks as specified by Program Director.

COMPETENCIES

- Bilingual Spanish/English preferred
- Prior experience developing project-based activities or service learning projects preferred.
- Ability to organize and maintain detailed records, effectively multi-task and meet prescribed deadlines.

EDUCATION EXPERIENCE

Bachelor's Degree required and a minimum of two years of related experience which may include, but need not be limited to, developing project-based experiences, service learning projects, in-classroom workforce development experiences, worksite development, providing career coaching and counseling, and working in the field of education and workforce development.

APPLICATION DEADLINE

Ongoing

SUBMIT RESUME TO

education@riseboro.org

Please indicate "SYEP Project Developer" in e-mail subject line.