**New Pathways for Youth**

**Academy Coordinator**

1. **Position Summary**

The Academy Program Coordinator is a pivotal role within the Level Up Academy (site based mentoring program), ensuring the successful implementation of the program’s theory and standards. This position emphasizes consistent support for both youth and mentors on campus, facilitating their development and fostering an environment conducive to achieving the program's objectives. The coordinator is responsible for a wide array of tasks that encompass coaching, relationship management, project management, administrative roles, and the application of research and data to enhance program effectiveness.

1. **Job Responsibilities and Duties**

*Mentor Coach and Developer*

* Generate insights and facilitate mentor development
* Conduct one-on-one mentoring, coaching, and modeling
* Provide informal training to build core capabilities and a commitment to transformation among mentors

*Relationship Builder*

* Foster relationships with school support/administrative staff, school leadership, and Academy mentors
* Build trust within the students
* Liaise with NPFY Facilitation staff for effective service delivery to Academy youth

*Support Staff*

* Track attendance, cancellations, and holiday breaks
* Ensure availability of necessary supplies (e.g., binders, handouts, pens, posters, snacks) for youth
* Administer pre- and post-class surveys
* Maintain communication with volunteer mentors through post-semester surveys
* Attend all Academy sessions on the school sites

1. **Education & Experience**

* Bachelor’s degree in education, social work, counseling or a related field (some experience may be substituted for degreed education).
* Class 1 IVP Fingerprint Clearance Card
* Dependable transportation with the ability to drive without restrictions

1. **Employee Qualities/Traits**

* Strong Communication Skills
  + Ability to clearly articulate ideas and instructions
  + Effective listening skills to understand and address the concerns of mentors, youth, and school staff
  + Maintaining regular communication with all stakeholders
  + Provide excellent customer service to both internal and external customers.
* Empathy and Compassion
  + Understanding sensitivity towards the challenges faced by youth and mentors
  + Ability to build trusting relationships shown by genuine care and support
  + Show initiative and personally participate in ongoing professional growth.
* Organizational Skills
  + Efficient in managing multiple tasks and responsibilities
  + Detail-oriented to ensure all logistical aspects of the program are handled smoothly
  + Reliability in fulfilling responsibilities and commitments.
* Develop working relationships with supervisor, co-workers, and interdepartmentally.
* Analyze problems and develop creative solutions required to complete assignments and meet goals.
* Work occasional weekends and evenings.

1. **Organization Qualities/Traits**

New Pathways for Youth is a Caring, Driven, Effective, Distinct organization. Our culture is one that is motivated, goal-oriented, empathetic, inclusive, and respectful. We apply research, data, and experience to reach intended impact, advancing good in our community.

1. **How to Apply**

To apply, please submit your cover letter and resume to Oscar Hidalgo – [ohidalgo@npfy.org](mailto:ohidalgo@npfy.org) Please include your name and position title “Academy Coordinator” in the subject line. Please include your salary requirements in your cover letter. Applications will be accepted until the position is filled.

1. **Additional details**

Salary is commensurate with experience and will be in the range of $45,000- $50,000 annually. Benefits include health, dental, vision coverage that New Pathways for Youth contributes to and generous time off package. Generally, the hours are Monday through Friday, 9:30 am – 6:00 pm, however will require some weekends and evenings. New Pathways for Youth is an equal opportunity employer.