

New Pathways for Youth

Level Up Academy Coordinator

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Location: Phoenix, AZ **Salary:** \$24-\$25 hourly rate

- **Position Type:** Part-time (up to 30 hours a week), Non-Exempt
- **Reports To:** Level Up Academy Manager

About New Pathways for Youth

At New Pathways for Youth, our mission is to unlock new possibilities for youth by supporting them in achieving their full potential. For over 35 years, we've transformed the lives of more than 8,000 young people who face poverty and significantly greater adversity. Through mentoring and holistic support, we help them break cycles of hardship and create lasting change.

We are seeking a highly organized, adaptable, and youth-centered Level Up Academy Coordinator (AC) to support the implementation and coordination of the Level Up Academy program. This part-time role supports program logistics, mentor communication and recruitment, facilitation, participant engagement, and administrative systems that help ensure meaningful and engaging experiences for youth and mentors.

Level Up Academy is an innovative program created built upon 35 years of experience in youth development. Drawing from extensive community engagement, this school-based curriculum is designed to empower students through mentorship, personal growth, and meaningful connections—helping them level up academically, socially, and personally.

Roles, Responsibilities, and Expectations

Value Creation: The Academy Coordinator strengthens the consistency, organization, and implementation of the Level Up Academy program through logistical coordination, mentor support, facilitation, participant engagement, and strong communication. Through communication, preparation, outreach, and collaboration, they help create meaningful and engaging experiences that support youth growth, mentor involvement, and successful program implementation.

Specific Duties and Responsibilities include:

- Coordinate and support Level Up Academy sessions by preparing materials, organizing logistics, and helping ensure engaging and meaningful experiences for youth and mentors.
- Facilitate Level Up Academy cohorts and activities using trauma-informed, relationship-centered, and youth-focused practices.
- Support mentor recruitment and engagement through outreach, communication, follow-up, and onboarding support.

- Track attendance, surveys, participation data, and program documentation using organizational systems and databases.
- Collaborate with facilitators, mentors, and staff to support strong program implementation and participant engagement.
- Support the coordination of snacks, supplies, incentives, participant materials, and room setup for sessions and events.
- Communicate proactively with the Level Up Academy Manager regarding program needs, attendance concerns, logistical updates, and implementation support.
- Participate in trainings, team meetings, facilitation preparation, and professional development opportunities.
- Demonstrate trauma-informed practices and contribute to safe, engaging, and youth-centered learning environments.
- Operate with flexibility, initiative, organization, and professionalism in supporting Level Up Academy programs and events.

Employee Qualities/Traits

Position Requirements:

- Valid Arizona Driver's License, current car insurance, and reliable transportation.
- Eligible for a Level 1 Fingerprint Clearance Card.

Essential Qualities:

- Bachelor's degree in education, social work, counseling, youth development, or a related field preferred (relevant experience may substitute for degree requirements)
- Experience working with youth, volunteers, or community-based programs preferred
- Strong organizational, communication, and project coordination skills
- Comfortable facilitating groups and engaging youth in interactive learning environments
- Trauma-informed, relationship-centered, and culturally responsive
- Self-starter who thrives in collaborative and fast-paced environments
- Strong written and verbal communication skills
- Comfortable using spreadsheets, databases, and tracking systems
- Maintains confidentiality, exercises sound judgment, and fosters collaboration and team engagement

Organization Culture

At New Pathways for Youth, we are driven by empathy, data, and action. We foster a collaborative and inclusive workplace that values respect, innovation, and effectiveness. We prioritize Opportunity, Belonging, and Fairness (OBF) and invest heavily in the "Integral Growth" of our staff. If you are a professional who thrives in a mission-driven environment and is motivated by creating safe, judgment-free spaces where people can transform, you'll feel right at home here.

How to Apply

To apply, please submit your cover letter and resume to Trish Anderson at TAnderson@NPFY.org. Include your full name and “Academy Coordinator” in the subject line. Applications will be reviewed on a rolling basis until the position is filled.

Additional Details

This is a part-time, non-exempt position. The position intends to follow a five-day work week from 10:00 AM to 4:00 PM, Monday through Friday, but may occasionally shift to meet weekly needs. Because our mission follows the lives of our youth, evening and weekend work will occasionally be required, with alternative days off provided. We offer competitive part-time compensation along with statutory benefits as required by law. To support work-life integration, this position features a flexible, hybrid schedule that includes options for partial remote work each week, mileage, and \$40 monthly cell phone reimbursement.