



# Youth Program Coordinator

## About Us

Thank you for your interest in being a part of the Seen&Heard team. Seen&Heard is a non-profit organization founded in 2018 to provide system-impacted youth with professional and personal development via the performing arts. Seen&Heard's core values are:

- All people are inherently valuable and have the right to dream
- Youth are at a critical turning point in life
- Everything can be redeemed
- Arts have the unique ability to restore and propel individuals forward

At Seen&Heard, we strive to make our workplace an inclusive and diverse environment, giving people from all walks of life the opportunity to have a voice, particularly the youth that we serve. We encourage those who bring different perspectives, ideas, and creativity to join our team. Seen&Heard is proud to be an equal opportunity workplace where we welcome all people regardless of sex, gender identity, race, ethnicity, disability, or other lived experience.

## The Position

Seen&Heard is currently seeking a motivated, organized, and friendly Youth Program Coordinator. This position is responsible for a variety of administrative duties related to Seen&Heard programs and resources.

Although this position is primarily responsible for administrative duties, it is also a youth-facing position. Many of the duties and responsibilities of this role involve direct communication with program youth.

This position reports directly to the Director of Programs.

This is a primarily remote position, with travel or on-site meetings 3-5 times per month.

## Duties and Responsibilities

- Program Administration
  - **Student communications:** The coordinator is responsible for various student communications on a weekly basis, including but not limited to;

# SEEN&HEARD

- weekly emails, monthly newsletters, text messages, class announcements, sign up forms and registration, quarterly data checks.
- **Attendance:** Tracking attendance for classes and notifying instructors of absences and potential drops.
- **Incentives:** Distributing gift cards for class attendance and surveys.
- Possible on-call for student emergencies
- General Administration
  - **Student Resources:** Distributing and tracking student resources, including filling out applications for third party organizations on youth's behalf, 1-on-1 calls with students, and updates.
  - **Youth Interfacing:** Interview and assess applicants for Seen&Heard assistance programs, and in-person support, potentially including transportation.
  - **Student Resource Grants:** Tracking disbursements, receipts, and providing monthly balance sheet to funding partner
  - **Youth Referrals:** Connecting graduates from the program to designated contacts for employment or continuing education.
  - **Events:** Providing administrative assistance for events like student graduations and fundraisers, establishing and maintaining relationships with vendors.

## Requirements:

- College degree (AA/BA)
- Background in working with disconnected youth
- Strong administration background
- Experience in case management
- Knowledge of Google Suite
- Highly organized and detail oriented
- Works collaboratively to achieve team goals
- Must be able to work occasional weekends or evenings for special events

## Nice to Have:

- Social media proficiency
- Donor relations
- Experience in theater, social work, teaching, counseling
- Strong written communication skills
- Experience with CRM software



## Salary and Benefits

\$50,000 - \$53,000

Depending on experience

HRA

401k

Education Assistance Program

12 paid holidays in addition to PTO

## Other Requirements

Must submit to background check (Livescan)

## To Apply

Please submit resume to William Blackford, COO at [william@seenandheard.org](mailto:william@seenandheard.org)