



Job Title: AmeriCorps Community Project Coordinator, Business

The Community Project Coordinator will play an integral role in the support, development and follow-through on enriching service-related and experiential learning opportunities for the students in the **Business** track. Under the direction of the Director, Workforce Development, and The Community Project Coordinator is expected to provide leadership, value and creativity to how students can utilize their industry and classroom knowledge in a service-related space. The work of the CPC is a joint-appointment with Student Life & Workforce Development, and will collaborate closely with both departments specific to student hours, projects and logistics, administration (i.e. - student sign-ups), and reporting. Experience in creating civically-engaging projects tied to the **Business** field is preferred.

Full-Time/Part-Time: Full Time

Reports To: Director of Student Life

Supervisory Responsibilities: No

YouthBuild Philadelphia Charter School

Location: [Philadelphia, Pennsylvania](#)

Organization Overview:

YouthBuild Philly was founded in 1992 to give high school dropouts a second chance and the opportunity to build a brighter future for themselves and their community. Our innovative program offers young at-risk adults a high school diploma, valuable job skills, and the opportunity to learn and grow in a community-oriented, supportive environment. We prepare our students for further educational attainment and meaningful careers as they become leaders and contributing members in a stronger Philadelphia.

Mission

YouthBuild Philadelphia Charter School's mission is to empower young adults (18-20 year-olds) to develop skills and connect to opportunities by fostering an environment of love, and respect for their whole person. Students graduate high school and successfully transition to college and career as critically conscious leaders, committed to positive change for themselves and their communities.

Job Summary: The Community Project Coordinator will play an integral role in the support, development and follow-through on enriching service-related and experiential learning opportunities for the designated vocational track. The Community Project Coordinator will be assigned to a specific vocational track, and is expected to provide leadership and creativity to how students can utilize their industry and classroom knowledge in a service-related space. The work of the CPC is a joint-appointment with Student Life & Workforce Development, and will collaborate closely with both departments specific to student hours, projects and logistics, administration (i.e. - student sign-ups), and reporting.

General Responsibilities and Duties:

- Support the Restorative Practices, Climate/Culture of school programming
- Facilitate & participate in full-school community events
- Coordinate the community-service efforts for the entire student body through service-learning
 - Coordinate after-school and Saturday service opportunities for students by partnering with outside organizations and designing original projects
 - Plan school-wide MLK Day of Service project
- Support the school's Saturday-School academic-enhancement program
- Serve as mentor to five or six students
- Tutor students through in-classroom support and after school on a rotating basis
- Support student graduation through communicating value in graduation requirements
- Support students in career development planning and placements
- Attend all required trainings and staff meetings throughout service year

Qualifications:

- Preferred Education: Hold a Bachelor's Degree (not required)
- Ability to serve full 12-month term of service from start date
- Be a U.S. citizen, U.S. National, or Lawful Permanent Resident Alien of the U.S.
- Have a strong desire to provide needed educational, technological, or community services to an underserved community
- Have initiative, flexibility, and motivation
- Have a good understanding of the myriad of challenges facing inner-city students

Common Competencies:

- Motivated self-starters
- Ability to be flexible
- Work well with a team
- A desire to work with high-need, low-income students
- Excellent interpersonal
- Group facilitation
- Conflict resolution
- Organization skills

- Willingness to do occasional physical labor including: lifting, carrying, cleaning, painting, etc

Clearance Requirements

- FBI - Criminal History Report
- PATCH - Pennsylvania Police Department - Criminal Background Check (and/or applicable based on State of residency)
- PA Child Abuse History Clearance
- TB Test Results
- Act 24 - Arrest Conviction Form
- NSOPW - National Sex Offender Clearance

Benefits

- A living allowance of \$18,000 for the one-year term. The living allowance is taxable, and taxes will be deducted directly from the living allowance and will be distributed biweekly, first by check than by direct deposit.
- All members are required to have health insurance. Should the member not have health insurance, YouthBuild Philadelphia will provide reimbursement of monthly premiums for individual health insurance.
- Transportation support
- Childcare coverage (if applicable)
- Loan forbearance with interest-accrual payment, and
- An education award of about \$5,920 upon completion of the full term of service

How to apply: please send your letter of interest and resume to Zuri Stone, Member Hiring Coordinator at StudentLife@youthbuildphilly.org with the words "Community Projects Coordinator" in the subject line. No phone calls, please.

This job description in no way states or implies that these are the only duties to be performed by this employee. He or she will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.

All qualified candidates will receive consideration for employment without regard to their race, religion, ancestry, national origin, sex, sexual orientation, gender identity or expression, age, disability, marital status, medical condition, veteran status or any other basis as protected by federal, state, or local law.