



Position Description: Youth Development Coordinator for the Pre-Apprenticeship Program

North River Commission (NRC) seeks two part-time Youth Development Coordinators with responsibilities to work with high school students, school administrators, external partners, and other related project staff in the delivery of the Department of Human Services's Special Appropriations Grant objectives. This work will be carried out through the Pre-Apprenticeship Program (PAP), a workforce development and youth leadership-based program for students at Roosevelt High School. This is a 1099 contract position with an end date of June 30, 2025.

Work Site: Roosevelt High School (3436 W Wilson Ave, Chicago, IL 60625)

Reports to: Education Program Manager

Summary

The Youth Development Coordinator is part of a four-person team, including two other Youth Development Coordinators, in NRC's Education Department. This role is supported and supervised by the Education Program Manager. The Youth Development Coordinators will oversee all aspects of PAP, including recruitment and selection of students and coordinating engagement opportunities with program partner NEIU. The Youth Development Coordinators will ensure that programming is aligned to the program's objectives, ensure that necessary scheduling, logistics, and infrastructure support is provided to the project, and collaborate with all team members to ensure program equity, quality, and consistency. Workforce development for PAP is focused on technology and STEM.

This position will focus on overseeing the daily afterschool sessions at Roosevelt High School, including marketing and recruiting students, managing the application and interview process, and providing general oversight and guidance each week. While the program's content will be implemented by LatinX DLN, the Youth Development Coordinators will ensure alignment of content to the program's objectives and goals. The Youth Development Coordinators will work with LatinX DLN in guiding students to identify their capstone project and will oversee planning, branding, and marketing efforts to maximize community and citywide engagement. In addition, the Youth Development Coordinators will coordinate workforce development activities, such as Career Days with industry professionals and excursions to citywide youth summits.

The Youth Development Coordinators will also liaise between Northeastern Illinois University (NEIU) and the PAP to provide exposure to higher education opportunities. In partnership with NEIU, the Youth Development Coordinators will plan and facilitate trips to NEIU's campus to meet with professors and student groups in related issue areas and explore degree pathways for prospective participating students. They work with the Education Program Manager to collect reporting and general grant required data. They are comfortable in a fast-paced and dynamic workplace, regularly employing their flexibility and strong organizational skills.

Background

North River Commission is a community-based nonprofit organization founded in 1962 by concerned residents and neighborhood institutions. NRC unites 100s of civic associations, businesses, schools, institutions and places of worship on the Northwest Side of Chicago to improve the quality of life for all constituents in our community by maintaining and creating affordable housing, quality education, arts & cultural endeavors, environmental sustainability, open spaces, and thriving neighborhood businesses.

Position Responsibilities

- Successfully markets the program, recruits, and interviews prospective students.
- Oversees daily programming sessions in collaboration with LatinX DLN, providing supportive guidance and leadership to participating students..
- Meets with the Education Program Manager on a weekly basis to ensure program continuity and progress towards meeting program goals and objectives.
- Coordinates logistics and facilitates appropriate infrastructure support with guidance and oversight from the Education Program Manager.
- Maintains positive and effective communication with Roosevelt High School, students, NEIU staff and students, elected officials, and other external partners. Meets with external stakeholders when needed.
- Liaises with NEIU to plan and coordinate trips to campus, providing higher education exposure and connections with professors, student groups, and events as necessary.
- Ensures timely ordering of supplies and materials as needed.
- Effectively communicates via Zoom/Google Meet, email, telephone, and in-person with students, school leaders, and external stakeholders in English to provide program specific information and guidance. Spanish proficiency is preferred but is not required.
- Coordinates with other Youth Development Coordinators to ensure program alignment across projects.
- Assists in data collection, reporting, and evaluation efforts.
- Performs all other job duties as assigned.

Experience, Skills, Abilities

The preferred Youth Development Coordinator is a current NEIU student on a STEM degree pathway. The candidate has experience, or the potential to learn and be successful, in after-school and youth programming. They have strong experience and familiarity with workforce and/or leadership development and the ability to work with multiple program stakeholders. They have effective written and verbal communication skills in both English and Spanish, and have strong collaboration and networking skills to create effective internal and external partnerships. The preferred candidate possesses proficient computer skills, ability to navigate across a variety of situations, and work successfully both individually and across a team-based environment.

Work Schedule

The Youth Development Coordinator works an average of 4 hours per week: 3 hrs for the twice weekly afterschool sessions, either Monday/Wednesday OR Tuesday/Thursday, and 1 hour for general preparation. Afternoon availability from 3:30 - 5pm is required in order to be present on-site during programming. It is recommended that the coordinators arrive at Roosevelt no later than 3:00pm. Additional hours from time to time may be required to fulfill program objectives. In those instances,

exact working hours are flexible as is the work location. Occasional evenings and Saturdays may be required. This position is eligible for remote work outside of the hours required to be on-site.

Compensation

The hourly wage for the Youth Development Coordinator position is \$20/hr.

Background check is required prior to start of work. Additional requirements may be required by North River Commission.

Position is open until filled. North River Commission is an equal opportunity employer.

Application

Qualified individuals should submit a cover letter, resume, and two references including name, email and phone number.

Email application to: Madeleine Polovick, Education Director, maddie@northrivercommission.org

Job Type: 1099 contractor

Pay: \$20.00 per hour

Expected hours: 4 per week

Schedule: Monday/Wednesday OR Tuesday/Thursday from 3:30 - 5:00pm required.

Work Location: Hybrid - On location at Roosevelt High School (3436 W Wilson Ave, Chicago, IL 60625) and remote in Chicago, IL 60625