



Urban League of
Palm Beach County and
Treasure Coast

***Creating Pathways.
Changing Lives.***

JOB TITLE: Youth Program Coordinator
Reports To: Senior Vice President of Programs
Position Type: Full Time—NON-Exempt
Pay: \$50,000.00-\$52,000.00

Job description:

The Youth Program Coordinator is responsible for supporting the effective implementation, coordination and evaluation of two youth programs. Our ideal candidate will be an energetic, self-starter who can execute youth development curriculum and recruit and motivate students.

Candidate/Staff are required to be fingerprinted and background checked.

RESPONSIBILITIES include the following:

- Coordinate all the activities needed to successfully implement the agency's youth program
- Be comfortable with conducting outreach to secure partnerships and student enrollment
- Ensure grant compliance and the operation of projects within the established grant goals
- Submits required programmatic paperwork, reports and assignments as required in a timely fashion including grant reporting

CORE COMPETENCIES:

- Ability to carry out responsibilities with flexibility and adapt to changing needs and goals
- Ability to work effectively with adolescents of diverse backgrounds, skills and abilities
- Ability to balance the needs and expectations of multiple constituents
- Excellent communication skills both oral and written
- Outstanding organizational skills
- High Proficiency in Microsoft office suite
- Proficiency in Salesforce Data Management System
- Proficiency in Canva

Education/Experience and Requirements:

- Bachelor's degree with 5 year's experience in non-profit, or education
- Prior experience in youth/teen environment preferred
- Must have a valid Florida Driver's License and reliable transportation
- Must pass a level 2 background screening

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Flexible schedule
- Flexible Pending Account (FSA)
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Education:

- Bachelor's (Required)

Experience:

- Youth Programing: 5 years (Required)

Ability to Commute:

- West Palm Beach, FL 33407 (Required)

Work Location:

In person

PLEASE FORWARD RESUME AND COVER LETTER TO:

UrbanTechJobs@ulpbc.org