



Position Summary: Building with Books is seeking a passionate, experienced, creative, results-oriented and professional self-starter with youth mentoring and program management experience to support its regional after school program in four area high schools while simultaneously facilitating an intensive mentorship program for 20 uninvolved teens.

Reports to: Regional Program Supervisor *and* Youth Outreach Manager

Salary: \$38K DOE

Type: Full-time – Experienced

Start Date: immediately

Location: Bronx, NY

I. PURPOSE

- Program Overview: 60% of this position focuses on running our youth development after-school program in high schools, which use community service, fundraising for developing countries, and global education as its vehicle to youth empowerment.
- Lead Overview: The other 40% focuses on group and individual mentoring through our *Lead* enrichment program. *Lead* is a non-compulsory yearlong program which uses teambuilding, leadership, character, and professional skills development along with positive peer support in addition to our after-school program activities as it's vehicle for youth development for otherwise uninvolved teenagers.

II. ESSENTIAL FUNCTIONS

Program Coordinator Functions

- Support and supervise four BwB after-school programs (approximately 100 students total) in their efforts to initiate and sustain weekly community service work, global education initiatives and to reach fundraising goals.
- Deliver interactive global education and recruitment presentations to high school classrooms of the BwB schools you supervise.
- Maintain and manage accurate records and data of student activity and submit monthly qualitative and quantitative progress reports.
- Plan, organize, and facilitate large-scale, weekend group service projects.

Lead Coordinator Functions

- Proactively recruit uninvolved students from several high schools.
- Be a strong group Mentor for 20 high school students.
- Organize a comprehensive schedule of activities which progresses uninvolved students through the stages of becoming highly involved.
- Design a comprehensive program to cover the six-week summer phase, which includes a one-week overnight experiential trip.
- Bring creativity and innovative thinking to the program while also adhering to the structured program model.



III. PRIMARY (NECESSARY) QUALIFICATIONS

- Ability to work a Tuesday-Saturday schedule.
- Willing to utilize public transportation for travel to schools and projects.
- Demonstrable ability to mentor and work with high school age students of diverse backgrounds and involvement levels.
- Demonstrable ability to self-organize, pay attention to detail, project plan, and event manage.
- Strong computer, budgeting, presentation, communication, leadership, and database management skills.
- Strong and demonstrable understanding of youth development and youth empowerment and its relation to this work.
- Ideal candidate must be a self-starter and able to work under two managers, one of which may be remote.
- Proven results in meeting goals and deadlines, and increasing quantitative impact.
- 3-6 years of full-time, post-Bachelors, relevant work experience required.

IV. SECONDARY (DESIRED) QUALIFICATIONS

- Experience working in schools, classrooms, youth centers, or youth programs.
- Ability to analyze challenges and creatively problem solve.
- Demonstrated experience and ability to communicate effectively with parents.
- Knowledge of the communities in which we work.
- Spanish, Haitian Creole, and/or Mandarin speaking skills a plus.
- Sincere interest in learning new skills.
- Social Work, Teaching, and/or Community Organizing experience.

V. IF INTERESTED

- Please explore our website: www.buildingwithbooks.org
- Please submit a cover letter and resume to:
Shelly Hundiwal, Manager of Program Development
Email: shundiwal@bwbus.org
- BwB is an equal opportunity employer.