



## **Bilingual Youth Engagement Coordinator**

### **The Organization**

Providence (PVD) Promise promotes high educational aspirations and more equitable opportunities for Providence Public School students by advocating for college savings accounts and family engagement, increasing financial literacy, and reducing the financial burden of higher education.

PVD Promise has established a multi-prong approach to combat the multitude of structural barriers that exist in financing post-secondary education. Its backbone, the opening of a College Savings Account (CSA), offers a foundation for families to finance their student's education beyond high school. PVD Promise functions in three primary capacities to support families in opening, growing, and ultimately leveraging their CSA accounts.

For more details about Providence Promise please visit our website at [pvdpromise.org](http://pvdpromise.org).

### **The Job**

The Bilingual Youth Engagement Coordinator will coordinate and oversee all youth engagement efforts for middle and high school students. This person will be the point of contact for mentors, students, and the families of participating students. Specifically, this individual will:

- Report to the Family Engagement Director and the Executive Director;
- Provide support to and work collaboratively with the Family Engagement Director and the Bilingual Outreach & Family Engagement Coordinator;
- Provide support to and supervise relevant interns and part-time staff;
- Coordinate and facilitate Youth Engagement Programming, including but not limited to:
  - The Youth Council and Youth Council Advisory Board (YCAB)
    - Plan and facilitate 2-3 meetings per month
    - Conduct outreach to prospective members
    - Assist with annual elections for YCAB
  - The Mentorship Program
    - Organize, plan, and facilitate open houses/orientations/other relevant activities
    - Recruit mentors and mentees, review applications, and pair matches
    - Conduct check-ins and evaluations
  - General Youth Engagement activities
    - Plan/coordinate/facilitate meetings, workshops, and field trips

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# PROVIDENCE PROMISE

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A PATH TO HIGHER EDUCATION

- Conduct on-going outreach, including one-on-one sessions with youth and/or their families as needed
- Represent Providence Promise at community events and activities;
- Attend relevant training sessions when applicable

**The Ideal Candidate will:**

- Have a Bachelor's Degree in a relevant field.
- Be fluent in both English and Spanish.
- Be knowledgeable about challenges faced by many families in Providence and how to connect families with helpful resources.
- Be comfortable with public speaking and interaction.
- Have a commitment to the education of public school children.
- Be available to work a varied & flexible schedule (including occasional evenings and Saturday's).
- Be a problem-solver who can identify the problem and determine the solution.
- Be reliable, punctual, and well-organized.
- Be confident in working with diverse groups and with peers.
- Have excellent written; computer and verbal communication skills.
- Have the ability to work independently but seek support and direction if necessary.

**Salary**

The salary range is \$50,000-\$55,000, depending on experience. A benefits package is included with the position.

**Start Date**

Flexible

**Next Steps**

If this position is of interest and if you believe you bring the experience and interest to lead this initiative, please email your resume and letter of interest to: [mciampi@pvdpromise.org](mailto:mciampi@pvdpromise.org)

**Equal Opportunity Employer**

Providence Promise does not discriminate in hiring or the provision of services on the basis of Race, Color, Religion, National Origin, Gender, Gender Identity, Age, Disability, Marital Status, or Sexual Orientation.