



Job Description

Title:	WeLEAD Program Coordinator
Reports to:	Executive Director
Time:	Full-time – 32 hours/week; Exempt status
Schedule:	M-Th, occasional weekends/evenings
Type:	In-person position with occasional remote work - Office located in Hamline-Midway area of Saint Paul - 570 N. Asbury Street, Suite 202, Saint Paul, MN. 55104
Salary:	\$50,602
Benefits:	3 weeks vacation, 2 weeks sick leave, 12 personal holidays, Life Insurance, Short- and long-term disability insurance and up to 11% of gross towards medical/dental insurance reimbursement (individual policy selected by employee), Free parking in covered ramp
Deadline:	Priority will be given to applicants responding by November 4th. Position will remain open until filled.

WISE seeks a self-motivated, energetic and organized **WeLEAD Program Coordinator** to implement innovative strategies designed to empower immigrant and refugee youth/young women to achieve their full potential through post-secondary education and leadership development. This position will work with youth in grades 11 and 12 of high school, and young adults.

WeLEAD is a year round post-secondary/college academic support and leadership program for low-income immigrant/refugee female-identified students.

Essential Tasks

- Recruit, train and supervise WeLEAD Fellows, interns, mentors and volunteers to provide one-on-one and small group assistance to program participants;
- Recruit and register participants
- Assist students in completing FAFSA applications, scholarship and internship applications, college enrollment processes; and navigating higher education systems
- Provide one-to-one support of students with tutoring, checkins, academic appeals, enrollment/re-enrollment
- Develop and facilitate workshops on career exploration, employment readiness, college application/transfer processes, financial aid, advanced financial literacy, health, wellness, independent living, gender-based violence prevention, healthy relationships and leadership;
- Effectively coordinate logistics of conducting WeLEAD workshop sessions
- Utilize assessment tools to evaluate programming regularly

- Record information and prepare quarterly narrative reports on all activities per funder requirements, and gather data and observations for utilization in program evaluation activities
- Prepare bi-monthly program board report
- Input data into WISE database
- Attend program-related meetings with partners and/or other youth-serving/higher education organizations
- Maintain accurate records of participants: services, GPA, etc.
- Maintain accurate records of interns/mentors: Hours worked, location of services rendered, supervision meetings, etc.
- Purchase and transport snacks/refreshments and program supplies for WeLEAD
- Foster relationships among local post-secondary programs, universities, businesses and other community education programs to enhance the development of the WeLEAD programming
- Provide ongoing coaching and constructive feedback to mentors
- Attend quarterly staff retreats
- Attend semi-annual board-staff retreats
- Other duties as assigned by the Executive Director

Time Distribution

65% of time providing direct services to WeLEAD participants

15% of time coordinating logistics, inputting data, program-related meetings, local travel

15% of time recruiting and supervising mentors/interns/volunteers

5% of time attending staff meetings, purchasing snacks and program supplies

Minimum Qualifications

- Bachelor of Arts Degree or higher in Youth Studies, Psychology, Social Work, Sociology, English, International Education, Family Social Science, Human Rights, Education, Women's Studies, or related fields
- Self-motivated, able to work independently without daily supervision from Executive Director—strong organizational and time management skills a must;
- Three years experience working directly with at-risk youth (youth are defined as 12-24 years of age) from communities of color/indigenous youth/immigrant and/or refugee youth in the areas of education or youth development;
- Thorough understanding of the college admissions, financial aid and scholarship systems in MN
- Skilled in building relationships with young people with the ability to both challenge and support them with an assets-based approach
- Experience working collaboratively with community organizations, schools, and youth;
- Understanding of social justice issues affecting immigrant and refugee communities;
- Experience and competencies in working in a multicultural environment
- Experience with and/or understanding of the application of technology and social media
- Strong written and verbal communication skills;
- Ability to present oneself in a highly professional manner and be an ambassador of the organization;
- Commitment to positive youth development;
- Functions equally well as a member of a team and independently
- Proficient in Microsoft applications: Word, Excel, PowerPoint
- Must have own transportation, valid drivers license and proof of insurance
- Must be fluent in English, reading, writing and speaking

Plus

- Experience as a college admissions counselor/recruiter

Physical Requirements

- Ability to lift 30 lbs. in transporting program supplies and snacks
- Requires reaching, standing, stooping, and walking in outdoor and indoor settings, including classroom sessions and field trips
- Approximately 60% of the time is sedentary while working on a computer
- Unimpaired hearing to effectively interact with English language learners who may have strong foreign accents in English
- Vision sufficient to operate transportation, observe students in class and ensure their safety
- Physical energy to keep up with hands-on activities, recruiting activities and field trips

Individuals from immigrant or refugee communities strongly encouraged to apply.

Please submit a COVER LETTER and resume to employment@womenofwise.org. Applications submitted without a cover letter will not be considered. No phone calls please. Applications received by November 4th will be given priority consideration. Position open till filled.