

Coordinator, Pro Susesu Programs

POSITION SUMMARY:

The Coordinator of Pro Susesu (i.e. Pro Success) will report primarily to the Chief Executive Officer of Cabral Leadership & Innovation Center (CLIC), with additional supervisory support from the Deputy Director of Programs at the Cape Verdean Association of Boston, to ensure coordination and implementation of career and workforce readiness programs for CLIC.

REPORTS TO: *Chief Executive Officer of Cabral Leadership & Innovation Center; and Deputy Director of Programs for Cape Verdean Association of Boston*

ESSENTIAL FUNCTIONS:

Youth Hiring and Onboarding

- Oversee all hiring and onboarding for all youth employment programs at CLIC and CVAB.
- Work closely with city and state agencies that support and provide funding for youth employment opportunities at the Cabral Leadership & Innovation Center.
- Assist with recruitment to increase community awareness of available youth employment opportunities.
- Ensure proper tracking and documentation associated with hiring processes.
- Maintain confidentiality with personal information collected as part of hiring process.

Coordination of Youth Leadership Roles and Support Staff

- Oversee the marketing, recruitment, and hiring for the *Youth Ambassadors* and *Youth Engagement Leaders* roles.
- Facilitate payroll for both the *Youth Ambassadors* and *Youth Engagement Leaders* roles.
- Provide supervision to individuals serving in the roles of Youth Ambassadors and Youth Engagement Leaders.
- Coordinate meetings, activities, and group convenings for these positions.

- Oversee the onboarding and orientation of *Youth Ambassadors* and *Youth Engagement Leaders*.
- Communicate regularly and disseminate information to hired individuals, as needed.

College & Career Readiness Programs, Workshops & Curriculum

- Oversee the implementation of Pro Susesu signature programs, which include *Estagiarius* Program, Cabral Fellowship Program, and Trade Up.
- Lead implementation of workshops centered on life skills, college readiness, employment and career readiness for youth.
- Oversee the planning and implementation of college fairs.
- Develop workshop schedule for youth participating in the programs.
- Develop marketing information for workshops and ensure updated web content, where needed.
- Disseminate information to students regarding relevant opportunities, initiatives, events, and workshops.
- Support youth with integrating learned concepts into their practical and life experiences through supervision, group projects, reflective exercises, mock interviews, and other interactive and self-reflective approaches.

Outreach & Engagement

- Send information to youth and families regarding key events and activities, such as Open Houses, Boston Public School community meetings, or CLIC community events, for example.
- Support youth and families with translation services needed to support their educational learning needs.
- Provide counsel to youth and families regarding school and educational options that align with their personal, social and academic needs.

Outings & Trips

- Serve as chaperone and assist with implementation of trips and field outings (e.g. CLIC Urban Odyssey initiative), as needed.

REQUIRED QUALIFICATIONS:

The Coordinator of Pro Susesu Programs will be thoroughly committed to the Cabral Leadership and Innovation Center's mission. All candidates should have proven leadership, coaching and relationship management experience. Concrete demonstrable experience and other qualifications include:

- Bachelor's Degree
- Skills for organization and calendar management
- Ability to clearly and effectively communicate ideas verbally and in written format
- Experience with project coordination and project management
- Experience working with community resources, and familiarity with Boston community being served
- Experience working with community residents across language and cultural difference
- Interpersonal skills and ability to work cooperatively with others

PREFERRED QUALIFICATIONS:

- Master's Degree
- Supervisory experience
- Fluent and/or proficient in the Cabo Verdean Kriolu language
- Experience working within multiple cultural contexts
- Past experience working in Dorchester, specifically the Bowdoin-Geneva communities

COMPENSATION:

- Hourly rate range is \$25/hour to \$30/hour
- Full time (i.e. 35 hours/week)

EMPLOYEE REVIEW

This job description was reviewed by _____ on

Print name(s)

Date

Employee Signature

Supervisor Signature