



Refugee Women's Alliance (ReWA) is a nationally recognized multiethnic nonprofit organization that provides award-winning services to refugee and immigrant women and their families in King and Snohomish Counties.

Job Description

POSITION TITLE: Youth Program Coordinator

DEPARTMENT: Youth

REPORTS TO: Youth Program Manager

STATUS: Non-exempt Regular Part-Time, (40 hours /per week)

SUMMARY:

ReWA Youth Program Coordinator will be responsible for monitoring and quality improvement for the department. The Youth Program Coordinator will coordinate and supply a variety of services including monitoring and reporting data for the Youth Department programs in ReWA including STEAM, Post Secondary Success, Impact Kent Expansion, and other youth programs as added to the department.

This position will act as a substitute when needed for instruction and academic case manager. This position will also support the program by developing, maintaining and updating all standard operating procedures and other related documents for the program. Program Coordinator will do ordering and shopping for program supplies and monthly financial reconciliation with Finance Department and keep accurate financial records. Work in tangent with Program Manager, Senior Director, and team to aid Youth department of running efficiently and effectively.

WORK RESPONSIBILITIES:

REPORTING:

- Maintain quality participant records; update trackers/spreadsheets and assure data is accurate, complete and give weekly/monthly reports and keep ReWA's internal client database updated. Ensure all tracking and monitoring of progress of student data is up to contract standard and ReWA standards.
- Complete a weekly progress tracking report on all programs and submit it to Youth Manager.
- Communicate and meet regularly with the Youth Manager and other Youth Program staff to discuss and plan programming, evaluate program and client progress, and ensure program objectives and grant outcomes are being met.

- Maintain confidentiality when working with staff, youth and families.
- Compile and submit all paperwork including contract reporting, assessment data, and other agency forms promptly as needed.
- Supply quality records, reports and submit monthly/annually for grants, contracts to Manager.
- Participate in staff meetings for Youth Dept, ReWA, community meetings, project meetings and trainings.
- Remains in close contact with the case managers to make sure the client's needs are met.
- Meet with staff teams to ensure goals for program quality and quality improvement are met.
- Be adept with leadership qualities
- Successful track record convening and facilitating dialogue with multiple and diverse stakeholders

YOUTH PROGRAM-WIDE INITIATIVES:

- Assist with coordination of cross-program events.
- Assist in project management and planning and implementing field trips for youth for all programs.
- Establish connections with local schools or community sites that can host youth development cohorts.
- Assist recruiting and enrolling students in Youth programs when needed.
- Serve as a substitute instructor and academic case manager in different programs, when needed.
- Develop, maintain, and update program policies, procedures, and other related documents to ensure Youth department documents are always most current and relevant.

GENERAL YOUTH PROGRAM STAFF:

- Support onboarding of new program staff.
- Support High School Mentorship programming.
- Attending monthly ReWA Youth Program staff meetings and ReWA All Staff meetings.
- Attend at least two professional development training courses and lead at least one teach-back training to other Youth Program staff per year.
- Complete other duties as assigned by the Youth Program Manager.

BENEFITS: Medical, Dental, Vision, LTD, Life insurance, vacation, sick leave, paid holidays, 403(b) plan

To Apply:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=33fcab7d-e6a8-4270-9b29-2f38ba551a4e&cclid=19000101_000001&lang=en_US

ReWA is committed to a diverse candidate pool, values and inclusive workforce and workplace environment and wishes to minimize or eliminate the impact of implicit bias during the search and hiring process. Women, minorities, and other underrepresented groups are especially encouraged to apply.

BACKGROUND CHECKS:

ReWA is committed to providing a safe and secure staff and client environment. Employment at

ReWA is contingent upon a successful background check on each new employee. Candidates to whom an offer of employment is made will be required to sign a Release of Information Form authorizing ReWA to conduct a thorough background check

Closing Date: Open Until Filled

EQUAL OPPORTUNITY EMPLOYER

ReWA is committed to the principle of equal employment opportunity for all qualified individuals. All employment decisions are based on business needs, job requirements and individual qualifications, without regard to race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, family or parental status of any other status protected by the laws or regulations in the locations where we operate.