

Job Opportunity Site Coordinator

Youth Entrepreneur Institute (YEI) is currently operating in a hybrid model, candidates are expected to reside within commuting distance of our headquarters in Washington, DC. Applications will be reviewed on a rolling basis, with priority given to those **received by February 19, 2024**, with a target start date of **February 26, 2024**.

About Youth Entrepreneur Institute

Youth Entrepreneur Institute (YEI) is a 501 (c)(3) non-profit organization, committed to equipping young people from critical, at-risk areas East of the River with the entrepreneurial mindset, STE(a)M skillset, and networks to **put poverty "out of business"**. Students at YEI conceive, launch and run their own creative business ventures.

Youth Entrepreneur Institute aspires to break the cycle of local poverty by creating **youth-led economies**, empowering our youth to be positive contributors to society while pursuing successful careers and educational pathways. YEI leads several key initiatives designed to create economic opportunities through entrepreneurship and STEAM education. Each program is crafted to instill an entrepreneurial mindset, develop practical skills, and foster personal growth and civic engagement. These initiatives include: Smart Hustle (Education), and YEI Social Enterprises (Paid Work Based Learning).

The Opportunity

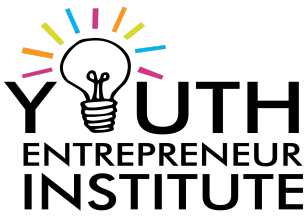
Youth Entrepreneur Institute is looking for a self-motivated, mission-driven, **Site Coordinator**. This individual is responsible for supporting the program administration and coordinating logistics that pertain to the Smart Hustle Jr. program at their assigned school or community site and will Project Leaders to lead and guide elementary school students in grades 3-5 in hands-on projects. An overview of the job responsibilities include:

- Monitoring and tracking student participation
- Supporting teaching artist and volunteers daily
- Serving as the initial contact for teachers and community partners at their designated site
- Co-teaching with teaching artist to youth at YEI's designated sites as part of the Smart Hustle Jr. team
- Assisting with the collection of data for program evaluation purposes.

The ideal candidate will be well-versed in developing and fostering relationships with school and community members through education programming activities and community outreach events. Relevant background experience should include:

- Teaching and/or high impact tutoring experience
- Program coordination and evaluation
- Lesson plan development
- School and community engagement

This position reports directly to the Program Director and works closely with members of the YEI team, teachers, and school administrators



Essential Job Responsibilities

The list of action items below provides a general outline of the duties and responsibilities that are essential for this position. It is not all inclusive and responsibilities may change as shifts in programming occur under the direction of the Executive Director.

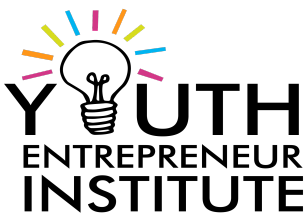
- Coordinate the daily operations of programming and support team members at the program site
- Responsible for the supervision, safety, and movement of students at all times, including arrival and departure procedures and monitoring attendance
- Assist YEI members with scheduling, timesheets, and assignment trackers
- Collaborate with teaching artist and school staff to ensure that students have current assignments completed during each session
- Utilize basic classroom management skills
- Assist in the planning and facilitation of culminating events, performances, and other program-related initiatives including but not limited to holiday celebrations, back to school nights, and local events
- Ensure that site visuals are kept up-to-date and in good condition
- Prepare site materials and update as necessary (office supplies, enrollment forms, school supplies, student workbooks, portfolios, etc.)
- Prepare, distribute, and collect daily and weekly program materials
- Draft and disseminate weekly newsletters to YEI team members
- Monitor data tracking tools to ensure programming goals are being met
- Input student attendance in the data tracking tool; ensure that the information is up to date
- Distribute and collect the pre and post programming surveys
- Articulate clear expectations in the classroom and hold teaching artist and students accountable for abiding by them
- Collaborate closely with the YEI program team in program design and mentorship roles.
- Participate in program evaluation, recruitment, and retention efforts.

Qualifications

We are looking for candidates with relevant skills and experience. However, we also encourage you to apply even if your experience does not completely align with the aforementioned job responsibilities. As we help you grow professionally, we in turn, become a more inclusive organization.

Preferred

- Proven track record in supervising, coaching, or teaching youth.
- Program sites are accessible by public transit; however, personal transportation is strongly preferred



Required

- Experience working with school-age children with an emphasis on classroom instruction and/or mentoring
- At least two years of nonprofit or public service experience
- Experience in developing and executing age appropriate lesson plans
- Accountable for making decisions, managing resources efficiently, achieving goals, and serving as a role model for the values of the organization
- An approachable, objective listener who builds and maintains effective relationships with their team, school administrators, and teachers
- Highly motivated, self-starter with strong organizational skills and the ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Strong work ethic with a high degree of energy; manages resources efficiently
- Must pass background check and required drug screening
- Reliable transportation a must
- Commitment to YEI's values of entrepreneurship, respect, teamwork, resilience, integrity, and fun.
- Honest, encourages openness and transparency, builds trust and confidence and has ability to handle confidential information with discretion
- Sensitivity and commitment to the mission of Youth Entrepreneur Institute

Access, Equity, and Inclusion

Youth Entrepreneur Institute is an equal opportunity employer. All qualified applicants will receive consideration without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. YEI is committed to building a culturally diverse team and providing professional development opportunities. ***YEI embraces diversity in its hiring and decision-making processes. Native Washingtonians from East of the River DC (Ward 7 and 8) and/or members of otherwise marginalized groups are strongly encouraged to apply.***

Compensation and Benefits

At YEI we prioritize flexibility and work-life balance. This position is in-person, at 15-20 hours/week. This is a temporary, contracted position with the ability to be offered an extended contract based on favorable performance. While YEI is currently operating in a hybrid model, candidates are expected to be available in person in Washington, D.C. a minimum of 12-15 hours/week

As a part-time position, the compensation for this position is \$20- \$25 hourly, and compensation is commensurate with experience. As this is an independent contractor position, the organization does not provide employee benefits (i.e. health insurance coverage, paid vacation or sick leave, retirement, paid family leave, Social Security, Medicare, unemployment tax, or any other benefits). We are committed to leadership development and prioritize continuing education opportunities for all staff.

Interested?

To apply for this position, please complete the employment [intake form](#). If your application is accepted for review, a member of our team will reach out to you concerning next steps. For more information about Youth Entrepreneur Institute, visit our website at www.yeidc.org. Applicants seeking an extended contract with YEI will receive first consideration. Applications will be considered on a rolling basis, with a deadline of **February 19, 2024**, with a target start date of **February 26, 2024**.

NOTE: THIS IS A CONTRACTUAL POSITION