



Center for Civic Leadership, Northern California

Director of Youth Programs Job Description

Coro Center for Civic Leadership, Northern California is a non-partisan, not for profit organization providing immersive, cross sector experiences and discovery based training that cultivates the skills needed to lead in a dynamic, complex world. Coro believes that the greatest challenges of our times will be solved by committed leaders who inspire, engage, and collaborate across boundaries.

Coro Center for Civic Leadership currently offers three programs serving diverse constituencies, spanning the career and educational spectrum. The Youth Exploring Leadership Program trains high school students to become active and concerned citizens and assume leadership roles in their schools, communities, and families. The Fellows Program in Public Affairs is a graduate-level leadership program preparing diverse, committed individuals for effective and ethical leadership. The Leadership Collaborative Program tailors experiential leadership development programs to meet the needs of public, private, and social organizations.

The Director of Youth Programs develops, implements, and evaluates all youth leadership programs at the Coro Center for Civic Leadership, Northern California including the Exploring Leadership Program, Youth In Action after-school programs, youth alumni programs, and any additional youth programming that occurs. The individual will work in partnership with the Senior Director of Leadership Development and the Executive Director. Successful candidates will be motivated, energetic, and organized individuals capable of developing and implementing innovative strategies. Additionally, Coro is seeking a dynamic and resourceful teammate who can work with diverse groups of people.

Areas of Responsibility

Programs

- Develop/Deliver/Train all youth programs:
 - Summer Exploring Leadership (8 week intensive experiential program)
 - Exploring Leadership Alumni Program (5 Saturday programs empowering graduates to focus on college admission)
 - After School Youth in Action Program at San Leandro High School
- Recruit, select, and train summer training staff
- Evaluate all programs in collaboration with program staff and the Program Committee of the Board of Directors
- Recruitment and Selection
 - Summer youth fellows
 - Youth-in-Action participants

- Actively participate in the Coro Program team, collaborating with other trainers for all of Coro's programs
- Serve as a resource to Coro staff on community issues/current affairs especially as they relate to youth and education
- Foster relationships among local schools, universities, businesses, and other community youth and education programs to enhance the development of Coro's youth programming

Development and Communication

- Work with the Sr. Director of Operations, Communications, and Development (OCD) to leverage existing donors and develop new sources of funding
- Assist in the grant-writing and reporting process
- Participate in fund develop meetings with foundations, corporations, and individuals
- Work with the Manager of Communications and Sr. Director of OCD to develop messaging for youth programs
- Be a spokesperson for youth programming at Coro

Administrative and Management

- Supervise adjunct faculty ensuring quality of program and metrics for evaluation
- Work with the Executive Director and Sr. Director of Leadership to develop annual budget for the youth program
- Supervise any additional youth program staff
- Participate in Coro-wide projects including but not limited to: evaluation of existing database and possible implementation of new database, design and implementation of new website, and development of rebranded collateral materials
- Build and sustain positive relationships with other Bay Area leaders who can act as internship hosts, guest speakers, selection day volunteers, and other Coro partners
- Manage the recruitment and selection process for all Coro youth programs
- Event planning for occasions such as Community Showcases, Saturday Explorations, Logic Study presentations, alumni events and Graduations, Philanthropy Days, etc.

Qualifications

- Passion for working with youth
- Bachelor's Degree, Masters preferred (or equivalent experience)

Preferred Knowledge and Skills

- 3+ years of experience in education or youth development; strong preference for candidates with demonstrated success in designing new youth programs, facilitating experiential curriculum and recruiting students from public high schools
- Strong background in facilitating educational experiences and group processes
- Skills in building relationships with young people with an ability to both challenge and support them
- Awareness of and involvement in contemporary Bay Area issues and communities
- Demonstrated commitment to civic engagement
- Culturally sensitive
- Experience and competencies in working in a multiracial, multicultural environment
- Experience with and/or understanding of the application of technology and social media tools to educational programs for youth
- Developed public speaking skills

- Team player but with the ability to work independently
- Willingness to work flexible hours as needed
- Ability to prioritize and conduct multiple tasks in fast-paced environment
- Ability to manage and complete both low-level and high-level tasks concurrently
- Detail-oriented
- 2+ years of supervisory/management experience
- Strong communication skills, written and verbal
- Microsoft Office Suite
- Bilingual a plus

Reports to: Sr. Director of Leadership Development

Salary: Commensurate with experience, plus benefits including medical, dental and an optional 403b plan.

Application Due Date: November 1, 2012

Coro Center for Civic Leadership is an equal opportunity employer and welcomes candidates from diverse backgrounds.

Qualified candidates should send resume, cover letter, and references to the Coro Center for Civic Leadership, Northern California at applications@coro.org.