



## **Program Coordinator, YouthWorks** **Job Posting Announcement**

**Posting Date:** 8/10/21

**Posting Number:** 1420968

**Classification:** Professional Services

**Functional Job Title:** Program Coordinator

**Status & FLSA:** Full Time/ Exempt

**Salary Range:** Low 60K to Mid 60K

**Location:** 101 W. 24th Street, Baltimore, MD 21218

### **About City of Baltimore, Mayor's Office of Employment Development:**

The Mayor's Office of Employment Development (MOED) coordinates and directs workforce development initiatives responsive to the needs of Baltimore City employees and job seekers in order to enhance and promote the local economy. At MOED, we view our mission broadly to deliver *economic justice to our city!* To us, economic justice means creating an equitable workforce system for all residents – especially those who have been generationally and systemically disadvantaged – one that is responsive to their needs and ensures viable economic opportunities. Our vision is for every City resident to maximize his/her career potential and all employers have the human resources to grow and prosper – *a workforce system that works.*

Baltimore YouthWorks Summer Jobs Program is one of the largest summer jobs initiatives in the nation. For the past 5 years, the goal has been to offer 8,000 City youth an opportunity to work and earn wages during the summer months. Built on the unspoken expected reality that a large percentage of black and brown youth would have unequal access to a summer job because of structural and institutional racism, YouthWorks prioritizes those most impacted – youth receiving public assistance, low wage families and youth connected to the Department of Juvenile Service.

### **Position Overview:**

This position reports to the Youthworks Program Manager and supports in all of the following ways listed below:

- **Training and Teaching Others** — Identifying the educational needs of others, developing formal educational or training programs or classes, and teaching or instructing others.
- **Communicating with Supervisors, Peers, or staff** — Providing information to supervisor, co-workers, and staff by telephone, in written form, e-mail, or in person.
- **Establishing and Maintaining Interpersonal Relationships** — Developing constructive and cooperative working relationships with co-workers, partnering organizations and worksites.
- **Evaluating Information to Determine Compliance with Standards** — Using relevant information and individual judgment to determine whether events or processes comply with laws, MOED regulations, and Youthworks standards.

### **Essential Duties and Responsibilities:**

- Supervise a staff of approximately 25 temporary employees

- Assist in hiring, training and onboarding of new staff.
- regularly update training manuals (operation, youth, & worksite supervisor)
- review/ approve staff timesheets weekly
- Monitor and evaluate program progress
- Regularly run reports on programming
- Attend weekly team meetings
- Facilitate weekly team meetings with supervised staff
- Plan and execute winter meetings, Summer Worksite Supervisor and staff trainings.
- Assist with the planning and implementation of Youthworks Summer Jobs registration process
- Facilitate coordination of special projects: bus pass distribution, worksite supervisors training, financial responsibility training, school system project, YW response team, and worksite development

**Knowledge, Skills and Abilities:**

- **Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Coordination** — Adjusting actions in relation to others' actions.
- **Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Monitoring** — Monitoring/Assessing performance of yourself, other individuals, or programming to make improvements or take corrective action.
- **Reading Comprehension** — Understanding written sentences and paragraphs in work related documents.

**Minimum Required Education and Experience:**

- Preferred Masters degree in one of the Social Sciences, Youth Development, Education or some related field OR 3 Years of experience doing similar work as a Program Coordinator

**Additional Requirements:**

- 3+ years of experience in supervising staff
- Able to work a non-traditional work schedule which may include Saturdays
- reliable transportation
- Access to a computer or laptop with a microphone and camera and high-speed internet capabilities
- Ability to pass a mandatory fingerprinting, criminal background check and drug screen

Interested applicants may apply via this [link](#).

City of Baltimore, Mayor's Office of Employment Development is an Equal Opportunity Employer and Service Provider