



5321 penn avenue
pittsburgh, pa 15224
phone 412-441-9833 fax 412-441-6918
www.bloomfield-garfield.org

College and Career Readiness Program Coordinator (East End Pittsburgh)

To apply: Send cover letter and resume to jobs@bloomfield-garfield.org

Position Overview:

The Bloomfield Garfield College and Career Readiness Program provides education and development activities, real work experience, academic support, and post-secondary support. This Partner4Work funded program is designed for 12th grade students primarily in the Pittsburgh Public Schools. The majority of the students in the program attend Pittsburgh University Prep and other East End schools. Our primary community partner is Neighborhood Learning Alliance.

The Program Coordinator will plan and manage various programs, events, and activities aimed at assisting College and Career Readiness Program participants in completing their secondary education, entering post-secondary education, or training with the intent of moving on to a successful career.

Responsibilities:

The primary duties of the job include, but are not limited to, the following:

1. Assist the BGC in designing, implementing, and evaluating ongoing programming. This program is intended to help 12th graders from disadvantaged backgrounds complete their coursework and receive their diploma, define a plan for pursuing post-secondary education or career training, and take the requisite steps necessary to fulfilling that plan.
2. Prepare reports according to deadlines on the accomplishments of the youth development programs as may be required by any of their funding sources, and assist in the submittal of invoices for services rendered by the BGC to various contracting entities, or in obtaining reimbursement for funds expended.
3. Maintain all program records to audit-ready standards as required either by the BGC's own auditors or by those funders who may seek to audit the youth development programs.

4. Engage in any other activities, or attend any meetings or planning sessions, consistent with helping the BGC fulfill its contractual obligations with respect to the College and Career Readiness Program.
5. Recruit students and build strong relationships with all participants and their families, teachers, counselors, etc.
6. Ensure production and distribution of program information documents, including schedules of academic and recreational activities, to participants and their families.
7. Work directly with the school to process teacher referrals and collect data from the school on attendance, grades, standardized test scores, disciplinary actions, etc.
8. Connect youth to appropriate afterschool academic services.
9. Assist in the assignment of participants to worksites and monitor students' success at their work placements.
10. Assist students with resume writing, interviewing skills, and career choices.
11. Use a case note format to document all student / coordinator interactions.

Qualifications

1. Bachelor's degree preferred, and/or extensive experience in relevant fields of youth education, counseling, tutoring, and/or social development.
2. Strong interpersonal skills and writing ability, with experience in using Word, Excel, and other relevant software.
3. Ability to travel to appointments or meetings outside of the immediate area in a timely manner.
4. Strong history of successfully working with teenagers in an urban environment.

Compensation: \$32,000 to \$35,000. Salary based upon applicant's education, levels of skills and/or relevant work experience in the youth development field.

References should be furnished upon request.