

## Youth 2 Leaders Educational Foundation JOB ANNOUNCEMENT

<b>Job Title:</b>	Program Coordinator	<b>Job Category:</b>	Part-time, Hourly
<b>Rate:</b>	\$15/hour	<b>Work Calendar:</b>	<b>30 hours/week, Monday-Friday</b> Occasional weekends
<b>Date Posted:</b>	February 9, 2018	<b>Closing/ Postmark Date:</b>	February 23, 2018
<b>Main Office:</b>	Youth 2 Leaders Education Foundation Attn: Jasmine Padilla 1701 Westwind Drive Suite 116 Bakersfield, CA 93301	<b>Email:</b>	Jasmine Padilla, Assistant Director jpadilla@y2lef.org
<b>OVERVIEW</b>	<p>Youth 2 Leaders Education Foundation has grown to be one of the only nonprofits in the Southern San Joaquin Valley that focuses on assisting high school youth to prepare and access a post-secondary education. This goal is accomplished through our college readiness programs, scholarships, and academic resources and support for students entering into a higher education institution. In addition, due to recent political changes and it's impacts within our community Youth 2 Leaders has expanded its services and partnerships through the Immigration Services. The Immigration Services inform the community of legal rights to non-legal and legal immigrants which is done through informative workshops.</p>		
<b>JOB REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• Applicant must demonstrate authorization to work in the United States upon hire.</li> <li>• Applicant must possess a higher level degree beyond high school.</li> <li>• Ability to exercise independent judgement.</li> <li>• Applicant must have excellent interpersonal.</li> <li>• Ability to develop and maintain working relationships with office personnel and affiliates.</li> <li>• Possess general knowledge of higher educational levels including college admission requirements and information and general knowledge of financial aid and scholarships.</li> <li>• Possess one-year experience developing and implementing programs and events.</li> <li>• Ability to plan and carry out day-to-day activities without immediate supervision.</li> <li>• Requires fundamental written and oral communication skills.</li> <li>• Applicant must possess excellent organizational skills.</li> <li>• Ability to operate standard office equipment, phone system, copier, etc.</li> <li>• Applicant should have experience working in diverse groups and populations; experience in working with small-to-large groups.</li> <li>• Applicant must possess reliable transportation and valid Driver's License and driving record.</li> <li>• Applicant must be fluent in Spanish.</li> </ul>		
<b>DUTIES AND RESPONSIBILITIES</b>	<p>The Program Coordinator is responsible for developing and coordinating events and programs as well as serve as general support to the Youth 2 Leaders Education Foundation. Under the direct supervision of the Assistant Director, the Program Coordinator will be responsible for the following tasks but not limited to completing on-going training which will include occasional travel, advising and meeting with high school youth in various aspects of college access and information, maintaining all program curriculum, materials, and supplies when coordinating programs, meeting benchmarks for program assignments, maintaining a sound data systems such as gathering data, preparing reports, and documenting all information, communicating effectively with program director or other program staff to resolve problems, maintaining good professional relationships, code of ethics, and rapport with all program staff, program affiliates, and program participants, using standard office support technology and office operating</p>		

Youth 2 Leaders Educational Foundation prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived ancestry, age, color, disability, gender identity, gender, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, marital or parental status or association with a person or a group with one or more of these actual or perceived characteristics.

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	systems, regularly maintaining supplies needed to fully operate all aspects of coordinating programs; and all other duties as assigned.
<b>BENEFITS</b>	Not Applicable
<b>APPLICATION PROCEDURE:</b>	<p>Official employment application packet and forms must be completed in full and received to the Y2LEF Office by 5:00 p.m. on/or postmarked by the specified closing date, unless otherwise indicated. Resumes are required but will not be accepted in place of the official application unless otherwise indicated. To complete an application electronically, Adobe Pro Suite or equivalent is required otherwise you may download an application and complete via hand-written. To submit an application, you may mail it to our main office (see mailing address above) or email your completed application packet to Jasmine Padilla at <a href="mailto:jpadilla@y2lef.org">jpadilla@y2lef.org</a>.</p> <p><b>Application Packet Requirements:</b></p> <ul style="list-style-type: none"> <li>• Y2L Employment Application</li> <li>• Copy of legible college transcript/degree</li> <li>• Resume with three professional references</li> <li>• Letter of Interest</li> </ul>
<b>GENERAL INFORMATION:</b>	<p>It is the policy of Youth 2 Leaders Education Foundation to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees will be required to be fingerprinted and pass TB Clearance, and present documentation verifying their right to accept employment. State regulations require that every state employee sign the Oath of Allegiance prior to commencing the duties of his/her State employment, except legally employed non-citizens. These individuals are required to sign the Declaration of Permission to Work.</p>

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