



JOB TITLE: Academic & Wellness Coordinator

CLASSIFICATION: Exempt

REPORTS TO: Director, Youth Programs

MISSION STATEMENT:

To help transform the social and economic conditions in South Los Angeles that foster addiction, crime, violence and poverty by building a community institution capable of involving thousands in creating, influencing and changing public policy.

ORGANIZATION OVERVIEW:

Community Coalition is a non-profit social justice organization working to address social and economic conditions in South LA by empowering residents to fight for policy solutions that build up the community. Since 1990, Community Coalition has built a groundbreaking, community-driven approach to creating change. We elevate the voices of our members, shift power to the community, and tackle the root causes of poverty, crime and violence. Together we are creating a more prosperous, safer and healthier South LA.

Community Coalition's projects and victories include stopping the expansion of liquor stores in South LA, supporting gang violence prevention programs, creating foster and family care support programs, hosting art and music festivals and healthcare enrollment fairs. Community Coalition has also registered and mobilized thousands of voters in South LA, participated in the process to create a federal Promise Zone for South Los Angeles and creates leadership opportunities for young people with the South Central Youth Empowered through Action program and Freedom School, among other projects.

Community Coalition is an equal opportunity employer. People of all races, religions, and gender identities are encouraged to apply.

POSITION DESCRIPTION: Under the direct supervision of the Director of Youth Programs, an effective Academic & Wellness Coordinator is an energetic, passionate, and dedicated and will be responsible for leading both academic and wellness services for SCYEA youth leaders. The coordinator will provide individualized and collective academic support for SCYEA's 50-60 high school students in grades 9-12th to put them on the four-year college path. The coordinator will also be responsible for leading the youth component's wellness program for all SCYEA youth grades 9-12th.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Other duties may be assigned):

1. Develop and implement multi-year strategies to target 9-12th grade students in Community Coalition's youth program. This includes progress reports and transcript collection, parent meetings, academic advising and advocacy.
2. Collaborate with the youth program's additional Academic Coordinator to establish a college-going culture for 50-60 students in SCYEA's after-school program (i.e., college tours, college student panels, one-on-one academic advising, and tutoring programs).

3. Collaborate on wellness programs that promote healthy and safe living for youth (i.e., male support group, oversee mental health counseling for youth, sex education, substance abuse prevention, etc.).
4. Work with Coalition staff to manage and address crisis incidents amongst youth members in a timely and professional manner (i.e., homelessness, domestic abuse, and violence).
5. Establish and maintain collaborative working relationships with high school personnel, colleges, and social service agencies to advocate for youths' personal success.
6. Participate in organizing campaigns, programs, and special events, including leadership development program, door-knocking, phone banking, actions, protests and meetings.
7. Work collaboratively to coordinate training for Youth Staff to support youths' academic progress and wellness.
8. Coordinate and plan well attended and organized meetings that move the Coalition's programs forward.
9. Help develop and implement funding and fundraising efforts (i.e., grants, dues-paying membership).

QUALIFICATIONS:

1. Familiarity and understanding of the problems facing residents and students in South Los Angeles.
2. High level of social and emotional intelligence.
3. Knowledge of social justice issues and history.
4. Excellent written and verbal communication skills (ability to communicate the goals and strategies of Community Coalition to a diverse audience).
5. Organized and detail-oriented.
6. Able to manage and coordinate multiple projects simultaneously and meet frequent deadlines.
7. Ability to work independently and as a member of a diverse team.
8. Must be computer literate and have experience working with databases, word processing programs, spreadsheets, internet research programs and PowerPoint.
9. Capacity to work evenings and weekends.
10. Programming experience related to academic and wellness services preferred.
11. Master in Social Work (MSW) preferred but not required.

APPLICATION INSTRUCTIONS:

Please send resume & cover letters to jobs1@cocosouthla.org, the subject should read "Academic & Wellness Coordinator: First Name Last Name." No phone calls please.