



HEAF30

HARLEM
EDUCATIONAL
ACTIVITIES FUND

Position: Program Coordinator, Counseling and Youth Development (fulltime)

HEAF is a comprehensive educational enrichment and youth development organization that works to help motivated students develop the intellectual curiosity, academic ability, social values and personal resilience they need to ensure success in school, career and life. HEAF identifies students in middle school and supports them until they have successfully graduated from four-year colleges through a variety of after-school, Saturday and summer educational and youth development programs. The Program Coordinator is responsible for coordinating youth development and counseling services for middle school and high school students.

Ready to join our team: You are a high energy individual who shares our passion for education and college success. Our ideal Program Coordinator has the ability to engage students, families, and the community partners and has high expectations and a desire for continuous improvement in their practice. He/she is a lifelong learner who shares our sense of urgency in helping youth attain academic success and personal growth. Candidates should have an understanding of the growth mindset and how to create a counseling and youth development curriculum from that perspective.

Responsibilities include, but not limited to:

- Develop and enhance a cohesive multi-year curriculum that promotes social-emotional competence for students in middle school and high school
- Organize and supervise retreats, workshops and special events for middle school and high school students and their families
- Build a counseling and referral program to provide short-term interventions with youth and families
- Assist in training, supervising, and supporting social work and youth development interns and facilitators
- Create and lead professional development workshops on youth development best practices
- Prepare program budgets and administrative functions
- Conduct parent meetings and phone calls including parent workshops
- Track attendance and student behavior

Job Qualifications:

- BSW or BA in similar counseling field or education
- Minimum of 2 years of experience working with youth and program management
- Working knowledge and familiarity with positive youth development and social and emotional learning
- Ability to articulate a vision about preparing youth for the future—from a social, cultural and personal perspective—to partners, funders and the community.
- Strong analytic, group facilitation and curriculum development skills are required.
- Bilingual Spanish speaking and writing skills (helpful, but not mandatory)

Schedule:

This position will primarily work out of the Harlem site; however, some work will take place at our Brooklyn site. Some Saturday work. The Program Coordinator reports directly to the Associate Director of Youth Development.

How to apply:

Interested candidates should submit a cover letter, resume and three references to spitari@heaf.org and Please include "Brooklyn Program Coordinator" in the subject line. No phone calls please.