



b2b Coordinator

(Post-Secondary Education Coordinator for Transitional Age Youth)

Job Description

ORGANIZATION OVERVIEW

We believe all youth deserve the ability to live healthy, connected, and productive lives. At Beyond Emancipation (B:E), we provide a transformational environment and essential resources for transition-aged youth who have experience in foster care or probation placements to support their efforts to move toward independent adulthood. Under our unique partnership to operate Alameda County Social Services' Independent Living Program, we have the substantial advantage of engaging youth for an entire decade of their lives, from ages 14 to 24.

Founded in 1995, our program services include access to safe host and community housing, post-secondary educational supports, and one-on-one and small group coaching in the areas of life skills, health and wellness, and employment training. All programs are delivered using our signature youth-empowerment, strength-based coaching approach: "Creative, Connected, Resourceful, Whole", created and adopted in 2010. This innovative and successful coaching model provides the information, skills, and supports that enable youth to build resiliency and take responsibility for their own planning and decisions, leading to long-lasting positive change.

POSITION OVERVIEW

The b2b Coordinator is a member of the Education and Career Development Division. The goal of the Education and Career Development Division is to assist current and former foster and probation youth, including those who are disconnected from services and support, to persist and succeed in secondary and post-secondary education, and to secure and sustain satisfying, livable wage employment. The b2b Coordinator is responsible for coordination of the post-secondary education program, a college support program run in partnership with local colleges, and coaching/case management for all students involved in the program. The b2b Coordinator reports to the Education and Career Development Division Manager.

EQUAL OPPORTUNITY

We recognize that in order to better serve our clients we need to continue to build an organization that supports, understands and lives diversity, equity, inclusion, and belonging - in our staffing and in our values. Our commitment to a coaching model is a step towards building a supportive community and we encourage diverse candidates with potential to be leaders in integrating our work and values to transform the lives of our clients. B:E is an equal opportunity employer, and we seek to develop a diverse workforce.

ESSENTIAL FUNCTIONS

Coaching / Case Management

- Provide individual and group coaching/case management services to an active caseload of approximately 25 current and former foster and probation youth who are students at a local college and participants in the b2b program.
- Assist students in developing and implementing plans and strategies to support their retention in community college.
- Conduct regularly scheduled meetings with students to support them to achieve their goals and to anticipate and problem-solve challenges.
- Advocate for and refer students to appropriate services and programs (housing, mental health, health, employment, tutoring, mentoring, etc.).



- Maintain progress notes and other records to document student status, progress and outcomes.
- Track and report relevant data and work with the Education and Career Development Division Manager to assess outcomes and inform program development.

Coordination/Collaboration

- Coordinate b2b program implementation with College partners
- Participate in cohort classes on campus and work with college staff to create a dynamic learning environment and to support students' positive participation.
- Manage b2b program recruitment each semester, including outreach, application and interview process
- Actively build a dynamic learning community among program participants and with partners by planning, programming, and coordinating b2b cohort events
- Coordinate the volunteer tutoring program and provide support to volunteer tutors
- Manage the relationship with college staff and other collaborative partners
- Participate in organization- and division-wide meetings, trainings, and other efforts to improve the quality of agency services.

QUALIFICATIONS

- Experience working one-on-one with transition age youth populations, especially youth from county dependency and probation systems; Experience in a college support program strongly preferred
- Teaching and/or group facilitation experience both virtually and in-person
- Experience in higher education, and the California Community College system
- Great knowledge of workforce development, job readiness training, CTE programs or vocational schools
- Commitment to strength-based and youth-centered services
- Cultural humility
- Effective and engaging communication skills; ability to motivate others.
- Ability to quickly build healthy, mentoring relationships with students and productive relationships with collaborative partner staff.
- Demonstrated empathy, resourcefulness, patience, and flexibility
- Strong organizational and time management skills

COMPENSATION

This is a full time, non-exempt, hourly position. The b2b Coordinator schedule will include evening and some weekend hours. Salary range is \$47,000 - \$57,000. Benefits are generous with fully paid employee health and dental insurance and 80% dependent coverage. Paid time off includes vacation, sick and personal days as well as holidays. Voluntary vision and retirement plans are also available.

HOW TO APPLY

To apply, please send a resume and a cover letter outlining your interest, qualifications, and how you learned of the position to the following email: [hiring@beyondemancipation.org](mailto: hiring@beyondemancipation.org). We plan to move this hiring process along quickly so please submit your materials as soon as possible.