



## **Post-Secondary Education Coordinator for Transitional Age Youth (b2b Program)**

### **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 Post-Secondary Education (b2b) Coordinator is a member of the Education and Career Development team. 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 Post-Secondary Education Coordinator for Transitional Age Youth (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. Coach program participants to develop and implement a plan to support their retention in community college.
- Conduct regular meetings with program participants to support them to achieve their goals and to anticipate and problem-solve challenges.
- Advocate for and refer program participants to appropriate services and programs (housing, mental health, health, employment, tutoring, mentoring, etc.).
- Maintain progress notes and other records to document program participant status, progress and outcomes.



- Track and report relevant data. 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, including outreach, application and interview process
- Actively build a dynamic learning community among program participants and with partners by planning and implementing b2b cohort events
- Coordinate the volunteer tutoring program and provide support to volunteer tutors
- Build relationships with college staff and other collaborative partners

### **QUALIFICATIONS**

- Experience working with post-secondary education institutions such as community colleges, CTE or vocational programs, and/or four-year universities.
- Experience working one-on-one with transition age youth or similar populations, especially youth from county dependency and probation systems; Experience in a college support program preferred
- Teaching and/or group facilitation experience both virtually and in-person
- Knowledge of workforce development and/or job readiness training.
- Commitment to strength-based and youth-centered services
- Cultural humility

### **COMPENSATION**

This is a full time, non-exempt, hourly position. The Post-Secondary Education Coordinator schedule will include evening and some weekend hours. Salary range is \$48,000 - \$56,000. Benefits are generous with 80% paid employee health and dental insurance and 50% dependent coverage. Paid time off includes vacation, sick and wellness 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.