
Project WHAT! SF Program Coordinator

Are you a positive, innovative and enthusiastic person looking to make a difference in the lives of young people? If so, then we are looking for you!

About Community Works

Community Works West (CWW) seeks to disrupt the widespread impact of incarceration through a combination of direct services and client-centered advocacy that ensures the people living within and in spite of the system are the ones who will ultimately change it.

By offering innovative services to meet the needs of people being impacted by incarceration right now and advocating for reforms that will prevent incarceration from impacting more people in the future, we hope to catalyze a revolutionary change for how the system operates.

About Project WHAT!

Project WHAT! (PW) raises awareness about the effects of parental incarceration on children, with the long-term goal of improving services and policies that affect children of incarcerated parents. The program engages Bay Area youth ages 13-18 who currently have, or have had, parents in prison or jail. PW was launched in 2006 and uses a variety of strategies to draw attention to the issue of parental incarceration and its effects on children, including public presentations, traditional and alternative media, public art exhibits, and special events. PW heavily promotes youth leadership and youth-adult partnerships within the program.

About the Position

The San Francisco Program Coordinator will independently lead program every Tuesday from 5 to 7 pm for 10-15 youth at our SF cohort location. The Program Facilitator is supervised by the Program Manager and will work side by side with the Alameda and Contra Costa County Coordinators.

Program Delivery

- 1) Provide direct support to two program sites, serving approximately 30-35 PW youth total:
 - Plan, design, facilitate, document and evaluate activities and curriculum for weekly meetings after-school during the academic year
 - Coordinate and support summer training and support youth in writing their stories
 - Enhance PW presentations and provide support to youth to facilitate trainings and make public presentations
 - Communicate with youth on regular basis about a variety of things (upcoming meetings, events, other opportunities, check-ins, evaluations)
 - Manage youth in SF cohort to write, interview for, and carry out at least 3 (no more than 6) mini grant application each year
 - Build one-on-one relationships with youth and provide referrals as needed
 - Supervise up to two peer mentors at each site (no more than four total)
 - Coordinate and distribute bi-annual newsletter, including supporting youth in writing blogs about their experience in PW
 - Carry out annual recruitment process for San Francisco cohort
 - Coordinate guest speakers to come to program

Program Administration

2) Perform administrative, evaluation and fundraising functions as required:

- Document activities and progress in a monthly report for the Program Manager
- Track participant statistics, invoices, expense sheets and program evaluations
- Maintain attendance records, youth time sheets, youth paychecks for both cohorts
- Book rental space and ensure payment
- Work with the Program Manager to coordinate special programs and plan special events
- Track receipts and reports for mini grants

Minimum Qualifications

- Experience working with middle school, high school or transition age youth
- At least 1 year of experience facilitating youth groups (teaching, running after-school or community-based programs, etc.)
- High school diploma and proof of at least 24 college units
- The ability to motivate, excite, spark curiosity and self-discovery in youth
- Strong group facilitation and conflict resolution skills
- A solid understanding of the criminal justice system and its impact on communities of color and poor communities
- Highly organized with excellent attention to detail
- Proficient in Word, Excel and PowerPoint
- Clean driving record and ability to drive youth to events and presentations
- Able to work some nights and weekends, including chaperoning overnight trips
- Able to attend conferences or events in which PW youth participate (in- and out-of-state)
- Solid judgment and professionalism are critical
- Resourceful, self-motivating, creative, organized, and flexible
- Excellent verbal and written skills
- Ability to work some nights and weekends
- Ability to implement creative and non-punitive behavior modification

Desired Qualifications

The ideal candidate will have a solid understanding of positive youth development principles, involvement in organizing or activism (volunteer or professional), and knowledge of the criminal justice system.

People of color and those with personal experience of parental or familial incarceration are strongly encouraged to apply.

Please submit resume and cover letter to jobs@communityworkswest.org.