



Hyde Square Task Force | Youth Education Coordinator

Hyde Square Task Force (HSTF) is an award-winning youth community development organization based in the Hyde/Jackson Square area of Jamaica Plain/Roxbury, known as Boston's Latin Quarter. Founded over 25 years ago, HSTF now engages over 800 youth ages 6–25 in college and career preparation, Afro-Latin arts and cultural enrichment, and community-building initiatives. In doing so, we ensure that youth have

the arts and educational opportunities they need and deserve in order to be successful, and that their voices and cultures are valued and celebrated in Boston's Latin Quarter and beyond. Our work is guided by our mission: to amplify the power, creativity, and voices of youth, connecting them to Afro-Latin culture and heritage so they can create a diverse, vibrant Latin Quarter and build a just, equitable Boston.

Position: Youth Education Coordinator, full-time, reporting to the Education Programs Manager

Job Summary: The Youth Education Coordinator will work as an integral member of Hyde Square Task Force's Education Department and youth programs team. S/he will work directly with approximately 130 students in grades 7-12 to ensure that they receive the necessary educational support to graduate from both middle and high school. Through workshops, mentoring, college and career exploration, and academic support, s/he will provide youth with an environment that fosters and values learning. The person in this position also serves as a representative of HSTF and all its programs at events, meetings, etc. Additionally, the Youth Education Coordinator will work alongside the Education Programs Manager to cultivate partnerships and future opportunities for Hyde Square Task Force's Education Department and the organization overall.

Major Responsibilities:

Academic support and mentoring

- Supervise daily operations of homework center and computer lab and foster a constructive learning environment and a space conducive to mentoring;
- Manage behavior in homework center and computer lab and support youth in reaching their academic goals;
- Supervise volunteer academic tutors and mentors;
- Create mentor/mentee and academic matches;
- Facilitate a mentor/mentee process that allows for matches to build trust and get to know one another;
- Monitor academic progress of all youth and meet one-on-one as needed;
- Maintain communication with schools for academic updates and interventions;
- Assign tutoring support as requested by students;
- Facilitate soft skills workshops about time management, test prep, healthy habits, prioritizing, and other relevant topics;
- Ensure that outcomes/goals for each mentoring session are met.

Preparation for transition to high school and/or college and careers

- Facilitate a variety of workshops such as high-school options, college options, gender specific challenges, life skills, resume and interviewing, professionalism, etc.;
- Coordinate educational and career opportunities and activities such as high school and college trips, internships, and career expos and college fairs;
- Ensure that each high-school senior has an educational or work plan for after high school graduation.

Volunteer recruitment and retention

- Host a HSTF table at community events and college volunteer fairs;
- Recruit volunteers for mentoring and tutoring;
- Execute volunteer mentor and tutor training;
- Provide ongoing professional development for volunteers

Other administrative responsibilities

- Support curriculum development for Hyde Square Task Force's Education Department;
- Ensure data collection including attendance, assessments, and evaluations;
- Submit all program data and reports in a timely matter;

- Attend and participate in weekly staff and youth programs meetings;
- Support all youth programs activities (orientation, youth recruitment, team-building activities, etc.);
- Support and participate in a variety of organizational activities (events, workshops, etc.)

The above list is not exhaustive. Other duties may be assigned.

Qualifications:

- Bachelor's degree in a relevant field required.
- Two years minimum experience in developing and implementing programs for urban youth required.
- Technical knowledge and experience in the areas of education, college and career readiness, the college enrollment process, and mentoring required.
- Strong project management, computer, and communication skills required.
- Ability to travel around Greater Boston via public transportation, ride sharing service, and/or personal car required.
- Ability to work nights and some weekends a must.
- Bilingual in Spanish and English preferred.
- Experience facilitating group discussions in a context of teaching or training.
- Demonstrated ability to successfully work and communicate effectively and respectfully with youth and adults of all cultural and socioeconomic backgrounds.
- Demonstrated ability to successfully work in goal-oriented team environment.
- Enthusiasm, positive sense of humor, ability to take initiative, and professionalism.

Salary:

Salary is dependent on experience. Benefits include medical insurance, parking, vacation time, personal days, paid holidays, sick time, 403(b) retirement savings program, and a supportive work environment.

How to apply:

Interested candidates must be authorized to work legally in the United States. Candidates should submit their resume and cover letter to Brenda Rodriguez-Andujar, Director of Arts and Education Programs, at Brenda@hydesquare.org. No phone calls please.

Hyde Square Task Force is an equal opportunity provider and employer. We value having a diverse staff who are representative of the community we serve and bring to our organization a variety of traditions, experiences, and points of view. Individuals of all backgrounds are strongly encouraged to apply.