

**POSITION TITLE:** Leadership Coach

**RESPONSIBLE TO:** Manager of Program

**JOB DESCRIPTION:** *Responsible for acting as a liaison between youth participants, agency, and partners including but not limited to community partners, schools, churches, and other entities. Accountable for identifying priority youth for support services and matching/connecting participants to appropriate services and/or partners and supporting youth to maintain involvement with support services. Leadership coaches will work alongside youth coordinators to facilitate team building and to foster strong, positive relationships between 40 youth participants (ages 16-24). Participants will include youth who have been touched by the justice system, opportunity youth who are out of school or work, and/or other underrepresented youth populations. (Staff to youth ratio is 2:20). Leadership coaches must be culturally respectful, culturally competent, and culturally representative of youth participants, and must have prior youth development experience. All tasks require the ability to be creative, flexible, highly organized and professional, and to have excellent interpersonal skills.*

**ESSENTIAL FUNCTIONS:**

- Adhere to the Mission, Core values and Vision of Envision Community Services (ECS) Act as the liaison between participants, agency, and partners including but not limited to community partners, schools, churches and other entities.
- Manage existing partnerships and develop new partnerships with community partners, schools, churches and other entities to provide wraparound services for youth participants
- Identify priority youth for additional support services.
- Assess participants' needs and match youth to appropriate support services.
- Connect, enroll, and support priority youth to maintain involvement with needed services.
- Build strong, positive relationships with youth participants and facilitate team building between participant cohorts.
- Support youth coordinator to facilitate, direct, and supervise program activities when necessary.
- Assist with data collection and entry.
- Attend mandatory trainings and meetings.
- Strong communication skills, both oral and written. Ability to speak effectively to youth participants, leadership coaches, and community members. Strong networking skills.
- Contributing to the community through community service, leadership, and youth empowerment.
- Engages in all ECS fundraising efforts as required (i.e annual gala working event)
- Performs other duties, *as assigned by management.*

**EDUCATIONAL REQUIREMENTS AND EXPERIENCE:**

- College degree preferred (Not required)
- Over 2 years experience working in Youth Development
- Microsoft software proficient
- Time flexibility required
- Bilingual (Spanish/English) preferred

**REQUIRED SCREENINGS/CHECKS/TRAININGS**

- Drug screen
- Mandated Report
- CANTS Check
- Must be able to pass a Background Check
- Fingerprinting
- Driver's Record
- Health Check (Due to COVID19), *as necessary*
- Sexual Harassment Training
- Non-disclosure Agreement
- Any other internal trainings assigned by ECS

**OTHER REQUIREMENTS:**

- Must be able to travel to other locations if necessary
- Must be able to lift and move storage boxes and office supply materials as needed
- Must be able to spend long hours sitting and using office equipment and computers
- Must be able to operate in an environment where interruptions can frequently occur

**SALARY/BENEFITS:**

- \$23.50/hour
- Part-time (15-25 hours/week)
- Contract position

**OTHER:**

- ECS is an "At-Will" employer and reserves its rights to practice as such.