

1. Job Title, Organization Name, Full Time or Part-time

Community Education Coach, Southeast Community Services, Full Time

2. Salary and benefits, if desired \$35,000/yearly with additional benefits

3. Two sentence organization/position introduction that appears in the NFP News with a link to the full length description

Are you young at heart? Do you have a passion for education and working with kids and their families? SECS is looking for a professional who will be our enthusiastic Community Education Coach.

4. Organization Overview or Description

The mission of Southeast Community Services, Inc. is to “work together to serve, strengthen and support financial stability in our neighbors in southeast Indianapolis.” Southeast Community Services, Inc. (SECS) utilizes the Center for Working Families (CWF) program model for the delivery of our services. SECS embraces four primary components to assist participants in moving toward financial stability. These components include: employment, financial literacy, education and access to work supports.

5. Position Duties

The position involves the implementation of Youth Services at the Southeast Community Services. The incumbent will creatively work with the Education Coordinator in planning and selecting outings, curriculums, trainings, and speakers, when working with our neighbors. The incumbent will use a person-centered assessment approach to assist neighbors in determining their strengths, barriers, and skills related to their educational options. The position will also be required to enter information into ETO (Effort to Outcome database) or other data tracking systems for purposes of tracking and follow-up.

6. Primary Responsibilities:

- Work with Education Coordinator to design and implement youth and family programming
- Assist with the development and scheduling of programs and services to our neighborhood schools.
- Develop relationships with agencies and organizations whose resources can help increase academic success for our neighbors.
- Uses the co-active coaching model to interact with community neighbors.
- Acts as a liaison between parents, kids, and local schools and community partners.
- Collaborate and communicate with schools regarding parent involvement activities.
- Maintains contact with kids and their families for purposes of providing ongoing support to assure success.
- Plan/coordinate volunteers to assist with tutoring as needed at after school activities.
- Monitors kid’s performance in the class room as well as in the community.
- Conducts both school and home visits as necessary.
- Attend at least one (assigned) neighborhood association meeting a month.

- Maintains accurate tracking of program data for grant reports and monitoring.
- Performs other job-related responsibilities as necessary.

JOB REQUIREMENTS

- Bachelor's Degree in a human services field or at least two years related experience.
- Culturally competent and able to work with diverse parents and family members.
- Experience working with young people and families.
- Experience with a variety of basic computer software programs and the ability to learn new ones.
- Ability to establish and maintain effective working relationships with co-workers and to work as a team member.
- Ability to communicate effectively orally and in writing.
- Ability to work with and understand diverse populations.
- Good decision making and problem solving skills.
- Must have valid IN Driver's License, access to reliable transportation with insurance as this position requires local travel.

7. E-mail address and/or Mailing address for resume submission:

Must submit a cover letter telling us about your passion for working with education for families and a resume to: Peggy Frame at PeggyF@SoutheastIndy.org No phone calls please.

8. Resumes will be accepted through what date, if shorter than our 30 day standard?

August 19, 2016.