



POSITION DESCRIPTION

JOB TITLE: Program Associate - Youth and Education
REPORTS TO: Program Officer - Youth and Education
STATUS: Salaried, full-time, exempt (37.5+ hours/week)

Position Summary:

The Program Associate - Youth and Education will serve an essential role in implementing the Manistee County Community Foundation's youth and education initiatives. The Program Associate shall work under the guidance and direction of the Program Officer – Youth and Education. Primary youth and education initiatives of the Foundation currently include Launch Manistee, the associated Manistee Commitment Scholarship Program (MCSP), and the Youth Advisory Council (YAC).

Launch Manistee is a community leadership initiative of the Manistee County Community Foundation. The cross-sector network promotes the success of area students, from early childhood through career, and ultimately the economic prosperity of Manistee County.

The Manistee Commitment Scholarship Program is associated with Launch Manistee and was developed to assist students with social or economic barriers to attending college. Selected students are supported by programming beginning in the ninth grade through completion of an associate degree at West Shore Community College and are awarded a tuition scholarship.

The Youth Advisory Council (YAC) is comprised of high school students from across Manistee County. Their primary role is to recommend grants from the Foundation's Youth Endowment Fund to help address the needs and opportunities of Manistee County Youth. YAC members provide leadership, learn about philanthropy and actively serve their community.

The Program Associate – Youth and Education duties are summarized as follows:

- Implement the Manistee Commitment Scholarship Program
- Work directly with Manistee Commitment Scholars and their families
- Serve as the liaison between the Manistee Commitment Scholars and their respective schools
- Assist with Launch Manistee and collaborate with involved community partners
- Serve as the advisor to the YAC

Primary Duties and Responsibilities

Manistee Commitment Scholarship Program

- Serve as the primary and direct contact with all Manistee Commitment Scholars and their families

- Help shape and develop curriculum related to the areas of financial education, personal development, academic readiness, and college and career exploration/readiness
- Engage with Manistee Commitment Scholars and provide support through individual and group check-ins during the school day, through planned, off-campus activities, as well as through written communication via email, etc.
- Assist Manistee Commitment Scholars in shaping their individual and collective career and educational goals and connect them with resources and other support that will help them achieve these goals
- Communicate directly with school staff at all six Manistee County school districts regarding progress of Manistee Commitment Scholars as well as any needed supports
- Provide detailed planning for all MCSP activities and events including logistics such as transportation, food, forms, materials, and agendas
- Communicate with all involved partners (schools, community partners, transportation, volunteers, etc.) regarding MCSP activity and event details and confirm their involvement
- Help develop and maintain the MCSP Database including the tracking and updating of all Manistee Commitment Scholars' demographic and contact information, academic and grade monitoring, notifications regarding behavior and/or disciplinary action(s) taken at school, communication logs from all visits and conversations with Manistee Commitment Scholars, etc.
- Ensure the health and safety of all Manistee Commitment Scholars and associated volunteers during any and all MCSP activities and events by following all MCSP prescribed policies and procedures
- Model healthy and positive behavior and provide engaged and purposeful mentorship to all Manistee Commitment Scholars

Launch Manistee

- Provide assistance and collaborative teamwork in MCCF's community leadership initiative, Launch Manistee
- Serve as the primary liaison to Launch Manistee's partners regarding the Manistee Commitment Scholarship Program's updates and events
- Assist in strengthening and executing Launch Manistee's Post-Secondary education and career readiness initiatives
- Attend and participate all Launch Manistee Leadership Team and relevant Action Team meetings
- Actively assist with and participate in all relevant Launch Manistee community events and in-school activities
- Serve as a part of the Launch Manistee staff team and perform all duties as assigned by the Program Officer - Youth and Education

Youth Advisory Council (YAC)

- Support the YAC's work to further their mission including operations, orientation, grantmaking, fund development, community service, needs assessment and other activities considered best practice for YAC's
- Assist with correspondence, meeting logistics, and transportation coordination
- Serve as liaison between YAC and Foundation Board of Directors and staff
- Be an advocate for the YAC and MCCF
- Participate in training opportunities for YAC advisors and YAC members

- Model healthy and positive behaviors and help shape the leadership and advocacy skills of YAC members
- Actively assist and participate in all other relevant YAC/MCCF duties and activities as assigned by the Program Officer - Youth and education

Other Duties

- Assist with other duties as assigned to support the MCCF and associated education initiatives.
- Participate in relevant training and professional development opportunities

Knowledge, Skills and Abilities

- Friendly and professional demeanor
- Effective speaker and writer
- Sound judgment and discretion including ability to appropriately handle confidential information
- Excellent organizational skills and attention to detail
- Able to work independently and as part of a team
- Demonstrated ability to be flexible and adaptable in a fast-paced environment
- Able to prioritize and complete work in a timely manner with a high degree of accuracy
- Experience with taking initiative to solve complex problems
- Strong work ethic

Required Education and Experience

- Associate degree or higher with preference in education, social work, or related field
- Experience working with adolescents
- Experience working with vulnerable populations
- Experience in leading and/or creating programs and activities
- Demonstrated experience with administrative duties including planning, reporting and use of computer programs

Other Requirements

- The position will require working nontraditional hours on occasion
- Driver's license and the ability to commute to multiple school districts and other locations

Preferred Experience

- Experience managing and maintaining data and data systems
- Familiarity with Google Drive and associated apps
- Knowledge of trauma-informed approaches and practices
- Knowledge of community outreach and engagement strategies and practices
- Experience and comfort with public speaking and formal group presentations
- Familiarity with college processes including scholarship applications, college admissions, and financial aid processes
- Familiarity with philanthropy and its best practices