

Education Engagement Coordinator

RYSE creates safe spaces grounded in social justice that build youth power for young people to love, learn, educate, heal and transform lives and communities.

Personnel: Non-exempt

Type: 1.0 FTE, youth development, education engagement, advocacy, non-profit

Hours: Flexible Shifts, Monday – Friday from 10:00AM - 8:00PM.

RYSE Center Overview: The RYSE Youth Center supports the development of young people (13-21) through a holistic approach that engages participants in programs and services grounded in the principles of youth leadership and social justice. RYSE contributes to the health and economic vitality of youth and their communities by reducing violence and increasing youth participation and leadership in civic activities, improving mental health, increasing educational attainment and expanding career options for youth and cultivating critical and creative voices to support in reflecting and expressing their own experiences and experiences of their peers.

Overview of Program Area: With RYSE's mission statement as its mandate, the Education and Justice Department was established to directly address inequities within three systems that at various points intersect and all too often have a disproportionate negative impact on youth of color. EJD offers onsite and offsite programming that strengthens young people's ability to successfully navigate the education, economic and juvenile justice systems and empowers them to be advocates for change. Using a trauma informed and healing approach, we push for systemic transformation, alternatives to incarceration, promote high school graduation, college and career readiness, success and financial stability and encourage young people to be active participants and agents in their own liberation.

Job Summary: The Education Engagement Coordinator will provide high quality support to youth in RYSE's education program to cultivate education engagement and exploration for youth (13-21). The EEC is responsible for coordinating education engagement programming and connecting to RYSE's education advocacy efforts when appropriate. This position reports directly to the Economic Justice Program Manager. Key areas of work include, but are not limited to: education and career advising, case management, curriculum development and workshop facilitation, event planning, outreach and retention, and center-wide events.

Primary Responsibilities:



- Develop a supportive and trusting relationship with youth and identify the specific issues impacting student engagement in school and academic performance.
- Conduct Education and Career Plans (EDC Plans) for general RYSE youth members in order to help youth assess their academic strengths and areas of growth and set short and long-term academic goals
- Conduct programs and workshops, grounded in critical pedagogy, designed to support members in developing academic skills, including self-advocacy and school navigation; organizational strategies; test taking strategies; and others
- Assist members in identifying and developing a plan to meet their education and career goals, utilizing creative, motivational, and asset-based strategies
- Review transcripts and grades with members when appropriate
- Maintain a case load of 10-20 youth
- Assist case managed youth in setting SMART goals and monitor progress and adjust goals when necessary
- Monitor each student's academic performance and progress, including regular communication with teachers, counselors, social workers, and parent/guardians
- Advocate for/with youth at school in order to meet goals
- Facilitate events and workshops for education exploration and skill development
- Assist student with exploring multiple educational pathways that meet their academic and personal goals
- Develop programs and curriculum to support middle school youth transition into high school
- Support members in completing A-G requirements and high school graduation
- Co-coordinate annual Grad Dinner event with College Access Coordinator
- Maintain regular drop-in tutoring space for members
- Supervise and support the development of volunteer tutors and tutoring services

Administrative & Documentation Responsibilities:

- Maintain accurate records (detailed case management notes, significant activities, informal interactions) by entering documentation into various electronic systems to satisfy internal and external evaluating requirements
- Attend bi-weekly all staff and departmental meetings
- Meet productivity guidelines of the program
- Generate reports as directed

General Responsibilities:

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- Maintain weekly work plan and calendar
- Model effective leadership and infuse all aspects of the work with a general social and political consciousness
- Attend all required trainings and events

Qualifications and desired experience include:

- Bachelors of Arts/Science degree required or at least 2 years experience working in education related position
- At least 2 years case management experience.
- Knowledge of navigating West Contra Costa public schools or similar districts
- Knowledge of principles, methods, and procedures for motivational interviewing and career counseling and guidance
- Knowledge of 504 planning, IEP processes, and special education
- Demonstrated ability to maintain confidentiality with sensitive information
- Experience working with young people from the diverse communities of West & Central Contra Costa (or similar community), including young people who have been incarcerated, are involved in the juvenile or criminal justice systems, and /or the foster care system
- Experience working in youth development
- Experience in implementing restorative practices including circle process
- Creative thinker and problem-solver
- Strong facilitation skills
- Demonstrated ability to develop and maintain effective relationships with peers, youth, and community partners
- Demonstrated ability to inspire youth participation
- Ability to work in staffing structure that requires fulfilling work directives and direction from peers as well as direct supervisor
- Computer literacy in word processing, email, internet, data management, and spreadsheets
- Strong written and oral communication skills, organizational and time management skills, including budgeting
- Familiarity with grant reporting
- Detail-oriented, with strong ability to follow-through
- Ability to multi-task and prioritize tasks
- Passion for social justice and progressive education
- Commitment to, and a strong knowledge of, Richmond/West & Central Contra Costa

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County

- Bilingual Spanish speaking highly desired
- Must be willing and able to work evenings and occasional weekends
- Willing to adapt scope and responsibilities as needed to effectively achieve RYSE's mission and best serve the priorities, need, and interests of members

This is a 1.0 FTE position (40) hours per week position. Salary range is \$35,000 to \$41,000, depending on experience. The position is non-exempt and subject to overtime pay. We offer a comprehensive benefits package, which includes: medical, dental and vision insurance, generous vacation, sick leave and holidays, professional development opportunities and more! **All applicants must have a strong desire to engage directly with a wide range of diverse youth. This position requires a moderate amount of travel throughout the county.** This job posting will be open until the position is filled. Please send cover letter, resume, and three references to **Stephanie Medley at youthjustice@rysecenter.org**, with the subject: **RYSE Education Engagement Coordinator**. Please don't embed your resume and cover letter into the email. For more information, please visit www.rysecenter.org.

RYSE provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, ancestry, national origin, age, marital status, military or veteran status, sexual orientation, religion (including dress and grooming), sex (including pregnancy, childbirth, breastfeeding and/or related medical conditions), disability (including physical, mental, and/or HIV/AIDS status), gender (including identity and expression), genetics, or request for FMLA (if applicable). RYSE complies with applicable state, federal, and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

RYSE strongly encourages people of color, women, and LGBTQ applicants to apply. We will consider for employment qualified applicants with arrest and conviction records.

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