¡emprende! Program Coordinator Job Description

Since 1968, Sociedad Latina has been working in partnership with Latino youth to cultivate the next generation of leaders. With the support of families and the broader community, Sociedad Latina fulfills its critical mission by providing a broad array of programs that build youth skills, educate and enrich the lives of youth and their families, and foster youth and adult leadership and action.

Sociedad Latina’s ¡emprende! program guides English Learners and immigrant students in developing an entrepreneurial mindset, creating business and product ideas that address a critical need in their communities. Over the course of the year, youth collaborate with peers to identify an opportunity in their community and design an innovative business plan and product idea to propose a solution through technology. Youth engage in the design thinking process and test their product or service by creating a prototype and by pitching their product or service to the community. Youth meet with local business owners, test their product or service in a soft launch, produce a commercial to advertise it, and pitch the product to community leaders.

The ¡emprende! Program Coordinator is responsible for overseeing school-based and summer programming, serving high school students in Boston Public Schools.

**SPECIFIC RESPONSIBILITIES**

*The Program Coordinator will work closely with the Program Manager to execute the following responsibilities:*

- Develop programming and structure for ¡emprende! to provide youth with the skills and opportunity to bring their product to market.
- Facilitate school-day instruction 1-2 days per week
- Identify opportunities for curricular enhancements including field trips, job shadows, career panels, and mentoring.
- Create daily lesson plans that incorporate best practices for English Language Learners.
- Adapt curriculum materials and content to meet the needs of students, including considerations for grade level, English Language Development Level, and length of ¡emprende! session.
- Differentiate instruction so that all students complete rigorous academic work.
- Conduct participant recruitment and retention activities throughout program
- Recruit, supervise, and coordinate part time staff &/or volunteers to develop the capacity of ¡emprende! programming
- Maintain materials, supplies, and space of in-person/or remote program
- Responsible for program paperwork, data collection, grant reporting, and evaluation
- Ensure all outcome goals are on track to be met, including academic outcomes and social-emotional skill development outcomes.
- Ensure all activities and sessions employ positive youth development principles and collaborative learning.
- Plan and implement a series of pitch events where youth participants showcase business ideas and scope.
- Oversee summer teaching staff of ESL certified teachers to deliver ¡emprende! curriculum culminating an end of summer pitch round.
- Cultivate a network of leaders in STEM and entrepreneurship to serve as mentors to participants, participate as guest speakers, and host career exploration opportunities.
- Maintain communication with participants’ school teachers, guidance counselors, and parents/family
- Work collaboratively with Boston Public Schools teachers and administrators to deliver high quality entrepreneurship programming.
- Serve as liaison to partners in higher education including Babson College, Boston University, and Wentworth Institute of Technology's Accelerate program, Benjamin Franklin, and others.
Knowledge
➢ Minimum one year experience in youth development/education.
➢ Understanding of entrepreneurship, Tech, and start up environment in Boston.
➢ Understanding of educational tests, measurements, and statistics
➢ Knowledge of effective strategies for working with English Language Learners and diverse communities.
➢ Understanding of after school/out of school time culture.
➢ Knowledge of effective strategies for working with English Language Learners and diverse communities.

Qualifications Include Required
➢ Bachelor’s or Associate’s degree.
➢ Bilingual (English/Spanish).
➢ Experience working in a school, educational, or youth-support setting, especially with a STEM and Entrepreneurship focus.
➢ Demonstrated ability to establish rapport with youth.
➢ Excellent interpersonal and communication skills.
➢ High attention to detail and organizational skills.
➢ Ability to manage multiple priorities effectively.
➢ Strong administrative skills & competencies.
➢ Proven ability to anticipate, identify, and analyze problems and opportunities and establish priorities with youth.
➢ Proven ability to maintain the flexibility necessary to adapt, respond, and meet the needs of a non-profit organization.
➢ Ability to work independently and as part of a team.
➢ Ability problem solve & think creatively.
➢ Willingness to travel within Boston Public Schools.
➢ Demonstrated public speaking and facilitation skills.
➢ Willingness to work a flexible schedule, primarily 10-6 PM, and some evenings and weekends as needed.
➢ Comfort/willingness in working with ages 6-21 and with families.
➢ Ability to work in a remote environment

Preferred
➢ Understanding of Boston Public Schools and/or local community colleges.
➢ Understanding of the first-generation, immigrant student experience.
➢ Proven experience in partnership building, including experience as program coordinator.
➢ Demonstrated ability to manage student behavior.
➢ Tech-Savvy Preferred

Salary and Benefits:
This is a full-time (40 hours per week) position.
Anticipated salary range is $36,000- $38,000 dependent on experience and education level

Send cover letter and resume to:
Angelica Rodriguez, STEM Pathways Manager
aroDRiguez@sociedadlatina.org
Candidates who do not send a cover letter will not be considered

Sociedad Latina is an Affirmative Action/EOE Employer