



info@rysecenter.org 510.374.3401

205 41st Street, Richmond, CA 94805

Career Pathways Coordinator Job Announcement: February 2020

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, career development, non-profit

Hours: Flexible Shifts, Monday – Friday from 9:00AM - 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 criminal legal 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.

COVID response: Currently, programs and services are provided virtually or telephonically. However, there are instances where direct engagement may be required. RYSE has established comprehensive safety protocols to prioritize and support member and staff safety and wellness.

Job Description & Responsibilities:

The Career Pathways Coordinator will provide high quality support to youth in RYSE's career development program for young adults (16-24) who need and desire a GED, job/career skills, and exploration, and life skills. The CPC is responsible for coordinating the daily activities and schedule of



the program and keeping clear and detailed reporting documents. The department is led by the Director of Education and Justice and this position reports directly to the Economic Justice Program Manager. Key areas of work include, but are not limited to: case management, outreach and retention, program support and implementation, and center-wide events and activities.

Program Management Responsibilities:

- Coordinate all programming aspects of career pathways programming
- Provide comprehensive case management support for members in the Career Pathways program
- Recruit program members
- Maintain daily programming schedule by upholding program structure.
- ensures that all necessary documentation is filed
- Identify and coordinate vocational tours and other post secondary opportunities
- Support and monitor in the application process as well as retention
- Build partnerships with local businesses support placement opportunities
- Develop and facilitate Life Skills workshops for program members
- Develop workshops and activities to build understanding of career pathways
- Collaborate with other departments to build post secondary pathways (Ed & Justice, Media, Arts and Culture, Youth Organizing, and Community Health)
- Coordinate and manage linkages and referrals with services, on-site and offsite.
- Identify, organize, maintain and disseminate information on career resources to RYSE members.
- Support crisis intervention and response efforts
- Engage and support members with general questions and information
- Travel will be required across the county

Administrative & Documentation Responsibilities:

- Maintain accurate records (group and individual sessions, significant client activities, detailed notes of client 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:



- Coordinate with Director of Education & Justice on larger department and/or organization projects
- 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:

- Bachelor of Arts/Science degree required, plus at least 1 year experience working in workforce development or at least 4-5 years of experience working workforce development.
- At least 3 years case management experience
- Must have a valid California driver's license and reliable transportation
- Experience working in youth development
- Demonstrated ability to maintain confidentiality with sensitive information
- Experience working with young people from the diverse communities of West Contra Costa (or similar community), including young people who have been incarcerated, are involved in the juvenile and criminal justice systems, and /or the foster care system
- 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
- Demonstrate 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 and spreadsheets
- Strong written and oral communication skills, organizational and time management skills including budget
- Familiarity with grant reporting
- Detail-oriented, with strong ability to follow-through
- Ability to multi-task and prioritize tasks
- Passion for social justice
- Commitment to, and a strong knowledge of, Richmond/West & Central Contra Costa County
- Bilingual 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



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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 \$45,000, 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, and 403b. **All applicants must have a strong desire to engage directly with a wide range of diverse youth.** This job posting will be open until the position is filled. Please send a cover letter, resume, and three references to Stephanie Medley at stephanie@rysecenter.org, with the subject: **RYSE Career Pathways Coordinator**. Please do not 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.