

## Position Description

### Youth Program Assistant

#### POSITION OVERVIEW:

Do you like working with youth and want to make a difference in their lives? Join our growing and creative team as we work together to help youth in grades 4-12 unlock their entrepreneurial gifts and use them to make the world a better place for themselves and others. The Youth Program Assistant works as part of a team to lead lessons, activities, and games to support youth in creating and testing their own business ideas grounded in social good.

#### ESSENTIAL RESPONSIBILITIES:

- Co-plan and co-teach in-person and virtual lessons, activities, and games that assist youth in developing and launching their businesses (Training Provided)
- Ensure daily preparation of materials and set-up
- Performs necessary record keeping and clerical functions (e.g., copying, correcting papers, form preparation, attendance, phone calls, etc.) for the purpose of helping youth success
- Arrange field trips and guest speakers to support and enhance programs offerings
- Assist in designing and implementing program completion events
- Assist with developing final program reports
- Publicize, promote, and recruit for available youth programs and services
- Build and maintain positive and supportive relationships families, youth, and others to further enhance program offerings and youth support systems
- Attend and fully participate in all mandatory staff trainings
- Attend all major youth program events and the organization's fundraising event
- Read and stay abreast of social issues and current issues of importance to youth
- Perform other duties as assigned

#### QUALIFICATIONS:

- 1+ years of coursework and/or work experience in education, youth work, entrepreneurship, or a related field
- Strong commitment to the mission of the CEOs of Tomorrow and to strengthening youth from diverse racial, cultural, and economic backgrounds
- Strong interest in developing high quality entrepreneurial, academic, and learning opportunities for youth
- Must be a team player who can interrelate and operate effectively with colleagues within a collegial, yet fast paced, work environment
- Excellent verbal and written communication skills
- Strong interpersonal and leadership skills
- Self-starter with excellent problem-solving skills
- Ability to learn quickly and apply knowledge
- Must have strong time management skills and the ability to balance multiple tasks

#### BENEFITS:

- Increased knowledge in the exciting and impactful field of social entrepreneurship
- Close interactions with local entrepreneurs and an opportunity to build professional network
- Opportunity to make a difference in the lives of youth, including those from underserved backgrounds

#### JOB TYPE: Part Time

15 to 25 hours per week during the school year, including some early evenings and weekends. Up to full time in the summer.

#### COMPENSATION:

Starting salary range of \$15.00 - \$18.00, depending on experience. Benefits include mileage reimbursement, employee-family program discount and optional 401(k) non-matching pension plan.

**Application Process**

To apply, please email your resume and a thoughtful cover letter to [info@CEOsOfTomorrow.com](mailto:info@CEOsOfTomorrow.com). Questions may also be sent via email.

*CEOs of Tomorrow is an Affirmative Action/Equal Opportunity Employer. We celebrate equity, diversity and ensure a positive and inclusive working environment.*

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**Learn more about CEOs of Tomorrow, which based in Madison, Wisconsin, at [CEOsOfTomorrow.com](http://CEOsOfTomorrow.com).**