

## Position Description

### Youth Empowerment Coach

#### POSITION OVERVIEW:

Do you enjoy 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. CEOs of Tomorrow seeks a candidate as a full-time Youth Empowerment Coach to work 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:

- Work individually and as part of a team to plan and deliver virtual and in-person programs that include lessons, activities, and games that assist youth in developing and launching their business ideas (Training Provided).
- Assist youth, individually or in small groups, with program assignments for the purpose of presenting and/or reinforcing learned concepts and reaching to their goals and potential.
- Arrange field trips and guest speakers to support and enhance programs offerings.
- Assist in designing and implementing program completion events.
- Develop comprehensive program reports on all assigned programs.
- Performs necessary record keeping and clerical functions (e.g., copying, correcting papers, form preparation, attendance, phone calls, etc.) for the purpose of helping youth succeed.
- Track and manage earned high school credits, prior learning college credits, and digital learning badges earned by youth.
- Publicize, promote, and recruit for available youth programs and services.
- Build and maintain positive and supportive relationships with participating youth, families, community partners, and collaborating agencies.
- Cultivate collaborative relationships with education organizations, program partners, families, youth, and others to further enhance program offerings and youth support systems.
- Attend and fully participate in all mandatory staff curriculum 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:

- Bachelor's degree preferred (or equivalent experience).
- Education background or experience in education, entrepreneurship, youth work or youth-centered programming, 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.
- High proficient in Microsoft Word, PowerPoint, and basic Excel (or comparable software) with a strong aptitude for technology
- 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.
- Ability to work in multiple environments (i.e., indoors, outdoors, schools, office, and out of office)
- Occasional weekend and evening hours based on program needs
- Must be able to travel around the Greater Madison community in own personal vehicle.

**CLASSIFICATION:**

Full-time exempt

**COMPENSATION:**

Starting salary range of \$45,000 - \$50,000, depending on education and experience

Benefits include health and dental insurance, paid holidays, paid time off, flex time, 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.org](mailto:info@CEOsOfTomorrow.org).

**Deadline: August 10, 2022.** Questions may also be sent via email.

*CEOs of Tomorrow is an Affirmative Action/Equal Opportunity Employer.*

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