

Position Description

Youth Empowerment Coach

At CEOs of Tomorrow, our success is inspired by a shared belief that every child can make an impact and accomplish amazing things. Join us. Be you. We're a diverse collective of passionate thinkers and doers, continually uplifting youth to reimagine what is possible to help themselves and others.

ESSENTIAL RESPONSIBILITIES:

- Work individually and as part of a team to plan, implement, monitor, and evaluate programs that assist youth in developing and launching their business ideas (Training Provided)
- Support teens in building and developing professional employability skills.
- Arrange field trips and guest speakers to support and enhance program offerings.
- Design and implement program completion events.
- 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.
- Perform other duties as assigned.

QUALIFICATIONS:

- Bachelor's degree preferred or equivalent experience in teaching, 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
- High proficient in Microsoft Word, PowerPoint, and basic Excel (or comparable software) with a strong aptitude for technology
- Team player with the ability to work independently
- Excellent verbal and written communication skills
- Strong interpersonal and leadership skills
- Self-starter with excellent problem-solving skills
- Strong time management skills with ability to prioritize and conduct multiple tasks in a fast-paced environment
- Possesses patience, positive attitude, and a strong cultural awareness and sensitivity
- Ability to learn quickly and apply new knowledge
- Some Saturday and evening hours with flexible scheduling 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.

Questions may also be sent via email.

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

Learn more about CEOs of Tomorrow, which based in Madison, Wisconsin, at CEOsOfTomorrow.org.