

Position Youth Empowerment Coach – Limited Term Employee

LTE positions at CEOs of Tomorrow are used to fill in for permanent staff who are on leave.



POSITION OVERVIEW:

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:

- Collaborate with Assistant Director to develop, implement, monitor, and evaluate youth programs that include employment and financial wellness education.
- Support teens in building and developing professional employability skills.
- Engage in the development of financial wellness workshops created by teens and accompany them to attend these workshops
- Arrange field trips and guest speakers to support and enhance programs offerings.
- Serve as a liaison between CEOs of Tomorrow and businesses/organizations that participate in our youth employment and financial wellness programs.
- Assist in the implementation of program completion celebrations.
- Assist with creating program reports on all assigned programs.
- Cultivate and maintain positive and collaborative relationships with participating youth and families, community partners, education organizations, partnering businesses, funders, and others to further enhance youth support systems.
- Attend and support all major youth program events and the organization's fundraising event.
- Perform other duties as assigned.

QUALIFICATIONS:

- Bachelor's degree or equivalent years of experience working in education, financial literacy, or youth development
- Strong commitment to the mission of the CEOs of Tomorrow and to strengthening youth from diverse racial, cultural, and economic backgrounds
- High proficiency with Google Workspace (formerly known as G Suite) 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
- Excellent organizational skills; extremely detail oriented
- Strong time management skills with ability to prioritize and conduct multiple tasks in a fast-past environment
- Possesses patience, positive attitude, and a strong cultural awareness and sensitivity
- Ability to learn quickly and apply new knowledge
- Must be able to travel around the Greater Madison community in own personal vehicle

STATUS:

- **Position Type:** Limited Term Employment (LTE)
- **Duration:** September 9, 2024 – December 31, 2024; Potential for extension
- **Schedule:** Flexible work hours Monday-Friday between 8:00 am and 4:00 pm
- **Weekly Youth Programming:** Wednesdays from 4:00 pm to 8:00 pm, with occasional additional after-school hours and very limited availability on Saturdays
- **Hours:** 25 to 40 hours per week (primarily in person with some virtual work)

COMPENSATION:

Hourly rate of \$24.00 per hour

APPLICATION PROCESS:

To apply, send resume and cover letter to info@CEOsOfTomorrow.com. Please write *LTE Youth Empowerment Coordinator* in the email subject line. Questions may also be sent via email.