



## Position Description

### Youth Leadership Coach

#### 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:

Responsibilities of the Youth Employment Coordinator include, but are not limited to:

##### Youth Programs

- Plan and deliver programs that include lessons, activities, and games that assist youth in developing leadership, professional employability, and financial literacy skills.
- Arrange field trips and guest speakers to support and enhance program offerings.
- Assist youth with program assignments to reinforce learned concepts.
- Serve as a liaison between CEOs of Tomorrow and businesses that participate in youth internship programs.
- Assist in designing and implementing youth employment program completion celebrations.
- Promote and attend financial literacy workshops and community outreach facilitated by teen employees to support their leadership development and program success
- Evaluate and document program outcomes.
- Track and manage high school credits, prior learning college credits, digital learning badges, and post-high school scholarships earned by youth.
- Facilitate sessions for families to leverage earned credentials for career and educational advancement during and after high school.
- Develop program reports on all assigned programs.
- Attend and support all major youth program events and the organization's fundraising event.
- Cultivate and maintain positive and collaborative relationships with participating youth and families, community partners, education organizations, partnering businesses, funders, and others to further enhance program offerings and youth support systems.
- Perform other duties as assigned.

#### QUALIFICATIONS:

- Bachelor's degree (or equivalent experience)
- Experience working in education or youth development; strong preference for candidates with demonstrated success in youth programming
- Strong commitment to the mission of the CEOs of Tomorrow and to strengthening youth from diverse racial, cultural, and economic backgrounds
- High proficiency with Microsoft Office Suite (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
- Excellent organizational skills; extremely detail oriented
- 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
- Familiarity with financial wellness or entrepreneurship is a plus but not required.
- Some after school hours and very limited Saturdays 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 \$50,000 - \$53,000, depending on education and experience

Benefits include health and dental insurance with optional supplemental insurances, paid holidays, paid time off, flex time, mileage reimbursement, and optional 401(k) non-matching pension plan. Employees' children participate in programs at no cost (Excludes Global Excursions Program).

**Application Process**

To apply, please email a thoughtful cover letter and resume to [Careers@CEOsOfTomorrow.org](mailto:Careers@CEOsOfTomorrow.org). *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).**