

Youth Leadership Program Coordinator

About Youth Leadership Fond du Lac

Youth Leadership Fond du Lac increases knowledge of the people, resources, and organizations that make our communities better. This program prepares the next generation of leaders with information and ideas to lead themselves and others and ultimately contribute positively to the communities they call home.

About the Job

We seek someone who wants to positively promote the region and develop leadership skills offered within the Youth Leadership Fond du Lac (YLF) program. This position requires an effective project manager who can interact with youth participants to create an engaged learning experience through presentations from community stakeholders and interactive activities.

What you will do

The Youth Leadership Coordinator will facilitate monthly meetings with program participants by:

- Preparing an annual program calendar and monthly agendas, securing appropriate venues, and scheduling speakers aligned with the program's purpose and pillars;
- Communicating with program participants, school liaisons, speakers/guests, and meeting sites;
- Coordinating and facilitating day-of-program activities;
- Ensuring all required consent documents are collected, signed, and accessible for use during the program;
- Adhering to the program budget and following internal purchasing processes;
- Facilitating the recruitment of the next year's participants;
- Working with internal team members to gather information for funding requests and post-program paperwork;
- Capturing outcomes and preparing reports from day-of and year-ending evaluations;
- Recommending program enhancement and expansion opportunities.

Compensation and Benefits

- \$18.00 - \$22.00 per hour based on experience.
- This is a non-benefit eligible position.

Job Type:

- Hourly, Part Time, 25-30 hours per month from September 1 - June 30.
- **Required: at the program site on the second Monday of each month from 7:15 am-3:15 pm.**
- Hybrid remote: At a minimum, three (3) hours per week in the Sophia office (Fond du Lac, WI) during non-program weeks, scheduled in advance between 8:00 a.m. and 3:00 p.m.
- Requires flexibility to periodically attend meetings, programs, or events outside of standard work schedule and office hours.
- This position requires a background check.
- Reports to Executive Director

Preferred Skills and Qualifications

- A minimum of a liberal arts associate's degree (or equivalent) is required. Experience as an educator or youth program coordinator working with high school students is preferred.
- Strong written and oral communication skills.
- Extremely flexible, self-starter, and problem-solver with a personal growth mindset who works independently and collaboratively.
- Ability to maintain confidentiality.
- Ability to handle multiple priorities and adapt to changes quickly.
- Proficient in Google applications, including Gmail, Sheets, and Docs

Working Conditions

- Work independently with limited team member interaction and a degree of ambiguity.
- Requires extended periods of sitting, computer use, and periodic stooping, bending, kneeling, or lifting of office equipment, furniture, and supplies weighing up to 25 pounds.
- Demonstrates a commitment to Sophia's servant leadership culture.

About Sophia Transformative Leadership Partners (Sophia Partners)

Sophia Transformative Leadership Partners is a non-profit 501c3 community benefit organization established in 2002 and headquartered in Fond du Lac, WI. Sophia Partners provides affordable and accessible leadership development programs, community-building facilitation, and coaching services to positively impact people, teams, workplaces and our communities.

These statements describe the general nature and level of work performed by teammates assigned to this job classification. They are not intended to be an exhaustive list of all required responsibilities, duties, and skills. A team member must meet the physical demands described here to perform the essential functions of this job successfully. Accommodations may be made to enable individuals with disabilities to perform essential functions. Sophia Transformative Leadership Partners Inc is an Equal Opportunity Employer and Smoke-Free/Drug-Free Work Environment.

Sophia Transformative Leadership Partners Inc

PO Box 1251 Fond du Lac, WI | 920-375-1488 | hello@sophiapartners.org | sophiapartners.org