



## Strategic Initiatives Coordinator Job Description

**Part-Time Position (up to 30 hours per week)**

**Reports To:** Business Operations or Executive Director

**Organization Membership:** Experience Team

**Starting Compensation Range:** \$17 - \$19/hr

### OVERVIEW

The Strategic Initiatives Coordinator connects Scholars to positive role models, experiences which inform their development, opportunities to learn new skills, and opportunities to gain knowledge supportive of life-long success. This position is critical in the delivery of the Big Buddy Program model and requires individuals with problem solving skills, positive character, high performance standards, ability to take initiative, and are themselves, life-long learners. The Strategic Initiatives Coordinator provides direct facilitation of the Circle Mentors, IMPACT circles, coordinates the master schedule, hosts the individual workshops and panel discussions, prepares Scholars for Mentor interactions, and works collaboratively with the Support Team to ensure agency fidelity and accurate documentation of the progress made toward established goals and objectives.

### ESSENTIAL FUNCTIONS

- Actively participate in program planning sessions.
- Manage master schedules of youth programs related to strategic initiatives.
- Coordinates program logistics and day-to-day schedules of youth programming.
- Work with the Managers & Site Coordinators to deliver important information to youth and their families regarding the operation of the program, delivery of services, and/or community wellness material.
- Create project plans, manage timelines, and complete all required documentation related to various assigned projects.
- Support the organization's strategic alliances and partnership.
- Fulfill duties delegated by Program Manager.
- Maintain organized records of needed documenttion including but not limited to flyers, signup sheets, permission slips, and invitations related to events and strategic initiatives.
- Attend and preside over meetings, workshops, seminars, Circle Mentor sessions.
- Create presentations for meetings, workshops, seminars, Circle Mentor sessions as required by the various projects.

### SCOPE OF JOB RESPONSIBILITIES

#### Relationship Development

A key element in positively contributing to the development of young people is establishing caring relationships. Superior to any other responsibility for this position is the ability for the



Strategic Initiatives Coordinator to help youth develop positive healthy relationships with adults who can help them make good decisions and successfully transition to life-long success. This requires a commitment on the part of the Strategic Initiatives Coordinator to the time and responsibilities outlined in this job description, to prepare and to seek out resources which will address the specific needs of the youth enrolled. The Strategic Initiatives Coordinator can expect the necessary training and modelling to meet the position's basic requirements. However, it is expected individuals will pull from their personal resources, utilize their virtual personality, and commit to learning to exceed the basic expectations required to link young people to people, opportunities, and skills which will help them reach success. Enthusiasm, preparedness, and supportiveness are characteristics that must be translated through the virtual communication channels.

### **Leadership and Development**

The role of the Strategic Initiatives Coordinator is a key element in the success of the Big Buddy Program but also should be viewed as an opportunity for personal growth and development for the individual in this important role. Through this experience, the Strategic Initiatives Coordinator will have access to several resources which will transform their personal resume. We invite those in this role to take advantage of the access, however, not before the youth and with full transparency. Strategic Initiatives Coordinators are invited to submit official requests to the Program Manager for participation in certification courses and to be a part of non-cohort offered seminars and workshops. Approval of the request will be granted as space and resources allow. There will also be opportunities to work on projects outside of designated Strategic Initiative programming activities which are necessary in increasing the quality of the program. A successful Strategic Initiatives Coordinator will share his/her gifts and talents through service in leadership positions to move these special projects to completion. Additionally, Strategic Initiatives Coordinators should have a working knowledge of the key partners and sponsors and what they bring to the design, implementation and/or operations of the Big Buddy Program.

### **Special Project/Event Team Committees**

The Strategic Initiatives Coordinator serves on special project and event planning committees associated with program and agency events, as required. The level of involvement for each event will be determined on an individual project basis and will take into consideration the connection to the projects outlined in the job description, the workload at the time of implementation, availability of volunteers, etc.

### **OTHER JOB DUTIES**

- Support data entry efforts of scholar information related to the planning and successful implementation of strategic initiatives.
- Works with Support Team to define/enhance access to demographic information and program outcomes.
- Accepts all other duties as assigned by the Program Director or Program Manager which promotes the mission of the organization.

### **JOB QUALIFICATIONS**



- College graduate and/or Minimum three years' experience in coordinating youth development programs, afterschool or summer enrichment activities or related experience working with school age youth.
- Excellent verbal communications; strong organizational skills; ability to meet demanding deadlines; ability to handle multiple projects with ease.
- Work independently and in a group, self-starter.
- Desirable personality traits: enthusiasm, adaptability, dependable, strong work ethic, great communicator
- High level of computer proficiency in Microsoft Office Microsoft Office including Outlook, Excel, Word, and PowerPoint.
- Knowledge of virtual communication formats (ex: Zoom and Microsoft Teams)
- Experience working within a volunteer-structured system helpful.
- Reliable Transportation
- Availability to support occasional weekend special events

**Potential Applicants are encouraged to send Cover Letter and Resume to:**

[bigbuddy@bigbuddyprogram.org](mailto:bigbuddy@bigbuddyprogram.org)

Please include "Strategic Initiatives Coordinator" in the email subject line for consideration.

To Apply [Click Here](#)