

Coordinator, Foster Youth Initiative
Department – Education & Community Engagement
Reports to – Director, Foster Youth Initiative

Position Description:

This is a *40-hour-a-week, grant funded position* based on foundation support that reports to the Director of Foster Youth Initiative project. This entry-level position will have project responsibilities within the Foster Youth Initiative including: grant reporting, partnership building, content development and overall program support.

Essential Functions:

Foster Youth Initiative (60%)

- Assist with cultivation and maintenance of collaborative partnerships with stakeholders and community partners with a focus on foster youth and community engagement
- Assist with the development of content related to the Foster Youth Initiative, including but not limited to video, audio, promotional print or press materials
- Assist the director in completion and submission of grant reports as required by funders
- Maintain program database
- Compose internal and external presentations for program director and other staff
- Create and maintain project tracking systems to monitor and document progress against objectives, timelines and budgets
- Collaborate on grant execution, evaluation and reporting
- Maintain and organize records and files related to program operations
- Schedule meetings, organize and maintain program related materials

Communications (20%)

- Maintain communication with program director, internal staff, stakeholders and community partners involved with the implementation of Foster Youth Initiative project
- Identify new collaborative partnerships and outreach opportunities in support of program goals
- Assist with the development of website, promotional resources, and printed materials in support of Foster Youth Initiative

General Support (20%)

- Provide studio tours, coordinate tour schedules, and report on related outreach
- Coordinate internships including online applications, intern database and schedules
- Respond to inquiries, conduct daily business and represent the station with a highly professional and personal demeanor at all times
- Assist with PBS SoCaL programmatic and foster youth initiative as needed
- Other duties as assigned

Qualifications

- Bachelor's degree or comparable work experience
- Exceptional verbal and written communication
- Excellent computer skills, MS platforms including Word, Outlook, Excel, Power Point, and Photoshop
- Ability to set and meet goals, problem solve, and follow through on multiple assignments
- Self-starter with the ability to work independently or in teams in a fast paced environment
- Must be very detail oriented and organized
- Experience interacting with community leaders, nonprofits, educators, foster youth/families a plus
- Flexible work schedule with the ability to work nights/weekends
- Ability to interface effectively and positively with all levels of the organization
- Excellent attendance, punctuality and dependability
- Must pass fingerprint and background check requirement
- Valid CA Driver's License and dependable vehicle to travel to outreach events

Please submit resume and salary requirements to hr@pbssocal.org.