

**Movement City Alumni Coordinator
Job Description
(This is a full time position)**

Lawrence CommunityWorks (LCW) is a network of individuals and families that are changing the City of Lawrence from a place of few opportunities to a community where families and neighborhoods thrive. LCW's Movement City Youth Network (MC) provides creative opportunities for youth ages 10 to 18 to explore and express themselves creatively while developing skills to live fulfilling and socially responsible lives. We do this by engaging youth in creative art and design, academic enrichment, and leadership development opportunities.

Position description:

The Primary responsibilities of the Alumni Coordinator is to work closely with alumni, staff and community partners to design and implement engaging alumni activities and services, and establish and sustain meaningful relationships with both current and past MC alumni, ensuring mutual benefit and ongoing engagement. This is an in person position.

Regular Programing Hours:

Monday: 11am - 7:pm
Tuesday-Friday: 11:30am - 7:30pm

Summer Program Hours:

Monday-Thursday: 8:30 am- 4:30pm
Friday: 9am - 5pm

Duties and responsibilities include:

- Work with MC Director and other staff in the design and implementation of strategies that actively engage program alumni.
- Plan and coordinate events that foster connections and networking opportunities with alumni.
- Establish regular communication with alumni through multiple channels, including social media, newsletters, and emails, to keep them informed and engaged.
- Create and manage a database of resources that may include job opportunities, experienced professionals, mentorship programs, and educational resources that can support alumni in their post-program journeys.
- Collaborate with external partners, organizations, and business to expand the resources available to alumni.
- Create and promote a safe, productive and engaging learning environment.
- Ensure that mentors and mentees have a positive and impactful mentoring experience.
- Work with alumni and staff to organize events aimed at connecting youth to opportunities, each other, and LCW
- Implement hands on instructional activities that engage youth in meaningful and relevant learning experiences
- Follow-up on and document youth member issues and concerns in a timely fashion.
- Work collaboratively with MC Director and other staff in the accurate documentation, evaluation, and reporting of MC alumni information.
- Mentor and support youth in a variety of settings
- Supervise youth leaders and MC members in a safe, sensitive, developmentally appropriate, positive manner.
- Facilitate activities focused on building relationships/ life skills/parental involvement/ recreation/ cultural enrichment .
- Staff MC summer program & offer creative learning opportunities during summer months.
- Assist with external MC partners and funder relationships.
- Participate in weekly staff meetings and weekly department meetings .
- Adhere to all MC and LCW policies and procedures.
- Other duties as assigned by the Movement City Director and/or Assistant Director.

Movement City Core Staff members will be expected to take on other responsibilities as deemed necessary.

Qualifications:

- Post-secondary education and three to five years of experience in youth development preferred
- Preference given to candidates w/ previous experience in relevant field (education, Social work, community development)
- Strong academic background w/ proficiencies in math, science, reading & writing preferred
- Flexibility and ability to think creatively
- Ability to work collaboratively with people of diverse backgrounds

- Experience in event planning and coordination
- Passion for working with youth and teens
- Must be self-driven and possess good interpersonal, speaking & writing skills
- Ability to work nights and weekends as needed
- Ability to manage various tasks/projects at once
- Fluency in Spanish and English strongly preferred