

Movement City Academic Enrichment Coordinator Job Description

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 responsibility of the Academic Enrichment Coordinator is to work collaboratively with youth, staff, and community partners in the design and implementation of fun and engaging academic enrichment programs to support and prepare youth and their parents for their transition to high school and college.

Duties and responsibilities include:

- Work with MC Director and other staff in the design and implementation of academic enrichment programs to support MC members.
- Provide support and guidance to youth and their families during the higher education application process (including the Financial Aid process, coordinating college visits & campus tours. Hosting college & university recruiters/ guest presenters
- Create and promote a safe, productive and engaging learning environment.
- Manage homework help time: support peer & volunteer tutors
- Host SAT Prep activities as well as essay writing workshops
- Work with MC youth and staff to organize events aimed at connecting youth to opportunities, each other, and LCW
- 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 programs and activities
- Participate in weekly staff meetings and weekly department meetings
- Mentor and support youth in a variety of settings
- Work with staff to implement effective youth outreach and engagement strategies
- 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 partner and funder relationships
- Adhere to all MC and LCW policies and procedures

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 coordinating academic enrichment programs
- 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
- 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

Benefits

- 80% health and dental coverage
- Retirement benefits; Simple IRA Employer match 3%
- Flexible Spending: Health and Dependent Care
- Life Insurance
- Vacation Personal and Sick

Salary commensurate with experience and skills.

Applicants must forward their resumes to:



Attn: Human Resources Dept.
168 Newbury Street
Lawrence, MA 01841

recruiting@lawrencecommunityworks.org