



NEW WAYS TO WORK



Project Coordinator Position Announcement

New Ways is seeking a dynamic individual with knowledge in youth development, workforce development, education, social services, and/or nonprofits and experience coordinating and/or managing youth employment or education programs. This is a management-track position for those who have experience and expertise in any of New Ways' content areas.

About New Ways

New Ways' mission is to build community connections that prepare youth for success as adults. New Ways believes in targeting our energies and resources to build broad-based systems that work at the local, state, and national level, uniting a range of organizations and programs to provide seamless services over time, based on the needs of young people. At a time when skills increasingly matter, we must push even harder to prepare young people for a productive future.

New Ways is recognized as a leader and powerful advocate for quality youth-serving system development at state, national, and community levels. We seek to bring together the worlds of educational enhancement and improvement, workforce preparation, and economic and community development with a comprehensive and holistic approach to the delivery of youth services.

New Ways focuses on producing measurable results. We specialize in building comprehensive youth-serving systems, increasing student achievement, improving outcomes for youth, and increasing the capacity of practitioners to deliver quality services.

New Ways provides a range of technical assistance services, including strategic planning support, community resource mapping, and program and evaluation design. We provide specific content expertise and staff development activities focused on implementing effective employer and workplace partner engagement, quality work-based learning systems, collaboration strategies, leveraging and attracting new resources, engaging youth in decision-making, and building balanced programs.

New Ways' Initiatives

This position provides project coordination, planning, and oversight for assigned New Ways initiatives. For more information about our initiatives, see our website at www.newwaystowork.org. New Ways is currently developing focused work in the areas of providing effective services to vulnerable youth populations and implementing child welfare redesign in California. New Ways' current scope of work includes:

Youth Transition Action Teams: supporting counties statewide in meeting their systems improvement objectives for current or former foster youth by bringing together the resources of the workforce, education, and child welfare systems.

Diploma Plus: coordinating alternative Diploma Plus high schools helping at-risk youth complete high school using a small school, rigorous, extend-beyond-the-school-walls model of education;.

National Youth Council Institute: supporting Youth Councils (Workforce Investment Act) in the development of comprehensive youth-serving systems through the national network and targeted Youth Council facilitation.

Intermediary Network: facilitating a national network of leading education, workforce, and youth development organizations working in local communities to ensure student success.

Training and Technical Assistance: providing a range of training and support opportunities to organizations, schools, local collaborations and communities in California and across the country.

Project Coordinator Responsibilities

The Project Coordinator will carry broad responsibilities including:

Required

- Project coordination, including overseeing contractual deliverables and client support
- Organizing initiative activities, including technical assistance support through training and resource publication
- Coordinating project staff responsibilities, including coordinating off-site staff and in-house support staff activities
- Meeting and event planning, including conference calls, workshops, institutes, and trainings
- Materials and publication development/coordination, including newsletters, guidebooks, website updates, and training tools
- Coordinating project communication activities such as written correspondence, email and web content.

Depending on Experience (Project Management Activities)

- Content knowledge and/or expertise in one or more of New Ways' initiative areas
- Contract and budget management
- Training and facilitation services to communities and organizations participating in New Ways initiatives
- Project management
- Proposal and grant writing

Qualifications include, but are not limited to:

- Demonstrated skills in program coordination, management, staff supervision, contract management, program development and program evaluation.
- Workforce development, education, youth development, social services, child welfare services and/or nonprofit experience required
- Strong analytical and problem solving skills; excellent written and oral communication skills; excellent judgment and interpersonal skills.
- Entrepreneurial, high-energy, levelheaded, performance driven.
- Strong strategic thinker with ability to look at big picture while also being detail oriented.
- Flexible and adaptable to change.
- Proficiency using Microsoft Office Professional (pc version) required, including Word, Excel, Outlook, and PowerPoint.
- Experience with MS Access and Adobe Publisher or InDesign a plus.
- Available to travel in-state and occasionally out-of-state to client locations, conferences, and workshop destinations.

This is an exciting opportunity in a dynamic organization for an energetic, self-starting individual. Salary DOE with full benefits. Position open until filled. Feel free to visit our website at www.newwaystowork.org.

Forward resume and cover letter to: Charlene Mouille, Vice President, New Ways to Work, 103A Morris Street, Sebastopol, CA 95472 - or email cmouille@newwaystowork.org.