



JOB TITLE: Academics and Wellness Coordinator (I or II)

SALARY RANGE: \$54,000-62,500

REPORTS TO: Associate Director of Community Organizing

JOB LEVEL: Entry/Intermediate

CLASSIFICATION: Non-Exempt

MISSION STATEMENT: To help transform the social and economic conditions in South Los Angeles that foster addiction, crime, violence, and poverty by building a community institution capable of involving thousands in creating, influencing, and changing public policy.

ORGANIZATION OVERVIEW: Community Coalition (CoCo) is a non-profit social justice organization founded by now-Mayor Karen Bass that works to address social and economic conditions in South LA by providing a platform for everyday residents to fight for policy solutions that build up the community. Since 1990, CoCo has built a groundbreaking, community-driven approach to creating change. We elevate our members' voices, shift power to the community, and tackle the root causes of poverty, crime, and violence. CoCo's projects and victories include, among others:

- Leading efforts to improve the built environment for healthier community outcomes that center current residents, such as the following, among others:
 - Ensuring community voice in local development efforts
 - Advancing campaigns and partnerships to promote park equity and transform land into community assets
 - Stopping the expansion, and curbing the overconcentration of liquor stores in South LA
- Innovating and implementing violence prevention programs and strategies
- Leading child welfare campaigns to help keep more families together
- Bringing joy and healing through multifaceted arts programming that creates spaces for everyday people to get involved in pertinent community issues and opportunities

CoCo is an equal opportunity employer. People of all races, religions, and gender identities are encouraged to apply.

POSITION DESCRIPTION: CoCo's Youth Program, South Central Youth Empowered thru Action (SCYEA), develops the next generation of leaders capable of improving public education and combating intergenerational poverty. SCYEA provides youth with intensive academic enrichment, leadership development, and wellness programming to develop well-rounded leaders who are equipped to become self-sufficient adults contributing to the long-term well-being of their community. SCYEA works to cultivate the agency of young people to (1) tackle the root causes of the issues impacting their community and schools, and (2) cultivate a leadership pipeline focused on building South LA leadership that contributes to sustained efforts to improve socio-economic conditions in South LA. Under the direct supervision of the Associate Director of Youth Programs and with close collaboration with the youth organizers, the Academics and Wellness Coordinator will be responsible for helping to develop and successfully implement youth services, which primarily include college prep, wellness supports, and prevention programming.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Other duties may be assigned):

College Access and Success(75%)

- Develop and implement, in partnership with the youth staff and the Senior Director of Programs, a multi-year strategy to target 9-12th grade students in CoCo's youth program. This includes progress reports and transcript collection, parent meetings, academic advising, and advocacy.
- Partner with the youth team to maintain a college-going culture for 35-50 students in SCYEA's after-school program (i.e., college tours, college student panels, admissions orientations with college representatives, one-on-one academic advising, and tutoring programs).
- Provide external and internal reports on grant-related activities on an as-needed basis.
- Work with the SCYEA team and COO to manage and address crisis incidents amongst youth members in a timely and professional manner (i.e., homelessness, domestic abuse, and violence).
- Establish and maintain collaborative working relationships with high school personnel, colleges, and social service agencies to advocate for youths' personal success.
- Work collaboratively to coordinate training for Youth Staff to support youths' academic progress and success.
- Work with the COO and SCYEA team to plan for annual organizational youth summer programming.
- Participate in organizing campaigns, programs, and special events, including leadership development programs, door-knocking, phone banking, actions, protests and meetings.

Youth Wellness and Prevention (25%):

- Partner with the youth staff to strengthen the youth services model, including college readiness, wellness supports, and substance use prevention strategies.
- Collaborate with SCYEA and the COO on wellness programs that promote healthy and safe living for youth (i.e., male support group, overseeing mental health counseling for youth, sex education, substance abuse prevention, etc.).
- Support and Co-plan CoCo's youth prevention programming partnership (South LA Movement also known as the SLAM Coalition) with the LA County Department of Public Health by working closely with the Prevention Team
- Coordinate with the COO, the prevention/SAPC team, and other SCYEA team members to develop and implement an integration strategy between the prevention activities and SCYEA's primary programming.
- Coordinate with the COO, prevention/SAPC team, and SCYEA team members to help design and implement prevention programming activities (i.e. SLAM Youth Summit, college readiness events etc.), and identify for opportunities to integrate with the SCYEA model and youth leadership opportunities.
- Help track and develop periodic reports of key grant deliverables.
- Help maintain proper records of event summary reports, developments of department goals and objectives, base and individual social service provider assessments.

QUALIFICATIONS:

CORE COMPETENCIES AND EXPECTATIONS: The ideal candidate will have at least 2+ years working with youth to increase college enrollment and persistence, and other relevant youth services programming. To be successful in this work, they will need to cultivate a sound knowledge of the educational and social, and economic landscape in South Los Angeles. Entry-level candidates may be considered for this role if they demonstrate comparable skills, experience, and a deep commitment to supporting their community. Other skills/knowledge include,

- Excellent written and verbal communication skills
- Ability to manage and coordinate multiple projects simultaneously and meet frequent deadlines.

- Must be computer literate and have experience working with databases, word processing programs, spreadsheets, internet research programs and PowerPoint.
- Capacity to work evenings and weekends.
- Proactively seeks to Increase knowledge of the landscape and issues impacting youth
- Ability to work autonomously and as a member of a team.
- Ability to prioritize and set goals by developing weekly, monthly, and quarterly work plans.

Values and Community:

- A deep belief in the power and science of organizing and respect and love for our stakeholders in South Los Angeles
- Belief in CoCo's mission, approach, and core values and a commitment to improving the social and economic conditions of residents in South Los Angeles
- Humility and respect for the lived experiences of South Los Angeles residents, and the ability to work with a diverse South Los Angeles population.
- Reflective and a life-long learner
- Strong work ethic
- Highest level of integrity
- Excellent teamwork and collaboration skills; willing to support team members as needed on the organizing team, civic engagement team, and across the organization for high-priority projects or events
- Exemplary customer service skills including the ability to identify needs, provide prompt responses, and exercise patience, respect, and professionalism in all interactions

To apply to this position, please send your resume and cover letter to jobs1@cocosouthla.org with the subject line: Academic and Wellness Coordinator. Please note that only applications with cover letters will be considered. Cover letters should address the following:

- Your core values and what shapes them
- Your interest in working in South LA and for Community Coalition
- Your experience and interest in the Academic and Wellness Coordinator position