

Job Title: National Program Coordinator
Reports To: National Vice President, STRIVE International
Status: Full Time
Salary: Competitive salary commensurate with experience, Excellent Benefits
Travel: Yes; limited travel necessary. Approximately 10%

ABOUT STRIVE

STRIVE envisions a world where everyone has the opportunity to achieve economic self-sufficiency, dignity, and a promising future for themselves and their families.

STRIVE believes deeply in the power of employment to help individuals and their families break the cycle of poverty. Our proven employment model helps men and women permanently lift themselves and their families out of poverty through intensive attitudinal and skills training programs that lead to sustained, living wage employment. In our 30 years, STRIVE has brought economic self-sufficiency, dignity and a brighter future to over 60,000 individuals and their families.

STRIVE Future Leaders is a national initiative funded by the US Department of Labor (USDOL) to support justice involved youth in successful community re-entry and achieving success in education and careers. Building on its innovative service model and well-established Affiliate Network, STRIVE Future Leaders will provide services to more than 1,000 justice involved youth nationwide from communities where poverty and crime are most concentrated.

Essential Duties and Responsibilities:

Working in conjunction with the National Program Manager of the Juvenile Justice Initiative, the National Program Coordinator will be responsible for supporting the systems that are central to this initiative, including, but not limited to

- Supporting the coordination of the rollout, implementation, and successful operation of the *STRIVE Future Leaders* Initiative.
- Monitor compliance with the *STRIVE Future Leaders* policies and procedures manual and applicable STRIVE National and federal circulars and program requirements; maintain a strong relationship with STRIVE National.
- Ensure all outcomes are met, including post-program follow-up and post-program retention and recidivism tracking.
- Support implementation with fidelity of the *STRIVE Future Leaders* program manual by all participating affiliates.
- Support Affiliate program staff's ability to establish partnerships with probation officers, correction facility staff, and juvenile-court parole officers ensure full program enrollment and timely reporting back to any appropriate referral source
- Collaboratively developing work plans and tracking progress on project management software.
- Coordinating events with internal and external partners, including reserving space, arranging audio visual and food services, compiling event materials, managing registration, and conducting post-event follow up.
- Supporting and ensuring the maintenance of Affiliates' project's electronic and hard-copy filing system.
- Coordinate training and technical assistance for initiative staff as needed.
- Provide coaching and coordinate the sharing of best practices related to planning, executing, and supporting meaningful Service Learning Projects that connect program participants to their communities.
- Ensure all staff maintain timely data entry of progress notes, program attendance, and other *STRIVE Future Leaders* milestones.

Other Duties:

- Work with other key personnel focused on the *Future Leaders Initiative* ensure the success of program participants.
- Submit Quarterly Narrative Reports to the National Program Manager as compiled from monthly assessments and progress notes from each Future Leaders program site.
- Other projects as assigned.

Qualifications, Education and/or Experience:

- Bachelor's degree required, and related professional experience is desired.
- A minimum of two to three years of work experience in project support and/or management strongly preferred.
- The ideal candidate will have good project management and organizational skills, combining attention to detail with productivity. We are seeking candidates who balance self-directive and collaborative instincts, and who have good interpersonal skills.

Candidates should have:

- Ability to manage multiple deadlines and navigate shifting priorities
- Excellent computer skills including, but not limited to, Microsoft Excel, Office, Power Point, meeting scheduling software, project management software, internet research
- Excellent written and verbal communications skills and ability to effectively communicate with diverse constituent groups
- Must have strong time and project management skills.
- Ability to collaborate effectively with a wide range of public and non-profit partners is a must, excellent interpersonal skills required.
- Critical thinking, systems analysis and redesign, and other modes of problem solving are desired.

Interested candidates should submit a cover letter and resume to: NationalHR@striveinternational.org

STRIVE is an equal opportunity employer.