



Program Coordinator Position Description

Supervisor: Executive Director
Hours: Part Time (20 hours/ week)
Location: Detroit

Overview of the Organization

Local Circles was founded in 2016 based on conversations with Detroit teens who said they wanted to make an impact on their community, but they also need to earn money. Local Circles believes that if we engage young Detroiters around their ideas through participatory research and pay them to do it, then young people will be motivated to be lifelong learners and activators around issues that impact their lives.

Our mission is to facilitate youth-led research in which young people pose their own questions and conduct research to inquire upon social issues that are meaningful to them. Our vision is to develop a generation of Detroiters whose leadership is based on information, curiosity, and community engagement.

Overview of the Role

The Program Coordinator will deliver Local Circles' summer, fall, and winter/spring programming 2-3 days a week. The candidate must be available on Tuesdays, Wednesdays, and Thursdays from 12:30 - 4:30 in the summer and 4:00 - 7:00 during the school year. Remaining hours are flexible and can be scheduled at a mutually agreeable time to accommodate the candidate's other work, school or caregiving responsibilities.

The Program Coordinator will work with 10-15 young people at a time, engaging them in an intensive research process that requires the youth to identify an issue to address and engage other community members about that issue. The Program Coordinator will be responsible for supporting youth through every step of the process, modeling curiosity and data-based decision making.

Who we are looking for

Our ideal candidate is a dynamic leader who is eager to engage youth in a meaningful research project. They are curious, engaged in their community, and a self-motivated learner. They are passionate about cultivating youth-driven programs and interested in connecting Detroit youth to community partners.

Our program trains youth in work readiness and research skills in order to support their development toward college and career readiness. Local Circles is unique because it is the only place in Detroit where teens can ask their own questions and find their own answers about issues that are important to them. Our program is totally responsive to the people in the room and what is going on in the world. Our ideal candidate finds this framework exciting and will guide youth to find their own questions.

Qualifications and Requirements

- Our ideal candidate has a relevant bachelor's degree, but we will consider alternative qualifications.
- Previous experience in out-of-school programming as a young person or a youth development professional.
- Familiarity with the Detroit context, for example, as a resident, student, or in relationship with the diverse organizations and businesses present here.
- Alignment with our [principles](#) including, but not limited to, youth leadership, learning by doing, and anti-oppression.
- Exhibit excellent relationship building skills and commitment to collaboration with community.
- Passion, idealism, reliability, asset-based, and self-directed.
- Familiarity with a variety of technologies, including Microsoft Office, the advanced features of Google Suite tools (Sheets, Slides, Docs, Jamboard, Gmail, etc.), as well as marketing and communication products such as Zoom, Canva, and social networking applications.
- A reliable vehicle or other mode of transportation.

Key Responsibilities

Program Coordination

- Recruit youth from Detroit high schools to fill 15 spots per program.
- Provide youth with an orientation about work readiness, research, and stipend components, and set expectations.
- Deliver Local Circles' Youth Led Research Program, including our summer and afterschool program.
- Using our Youth-Led Research curriculum, preparing each program session so that it is aligned with high-quality program elements such as providing a safe environment, a warm welcome, engaging activities, and building skills.
- Consider the needs of individuals and group and make adjustments to meet those needs.
- Communicate expectations for each program session so youth know the benchmarks they need to meet to qualify for a stipend.
- Check-in with individual youth on a weekly basis to ensure their needs are being met.
- Support and coach Youth Researchers to make their best contribution to the team.
- Ask youth for feedback on the program sessions and quickly incorporate their feedback.
- Plan a culminating event or session celebrating participants for their work and accomplishments.

Partnership Support

- Develop and maintain positive relationships with community partners.
- Participate in network meetings and learning opportunities.

Administrative Support

- Manage youth enrollment including, but not limited to, tracking applications, tracking enrollment documents, ensuring each youth receives a response within one day.
- Manage and track program budget.
- Monitor and submit weekly attendance.
- Prepare monthly stipend statements so that youth can be paid on time.
- Participate in weekly check-ins with supervisor, bringing questions and plans.
- Perform other duties as assigned by manager.

Training

Local Circles is willing to train the right candidate in a variety of topics required by this position:

- Local Circles' Youth-Led Research curriculum
- Job Readiness activities for youth
- Elements of high-quality youth development programming
- Youth leadership principles

Work Environment

Local Circles staff work remotely and rely on local partners or businesses to host our in-person meetings. While our current meetings are held virtually, we will move to in-person meetings when it is safe to do so.

Local Circles is currently running hybrid programs (virtual programs with scheduled in-person sessions) and will transition to in-person programs as soon as possible while considering the safety of our staff and participants.

Compensation

The pay for this position is \$20-\$25 an hour and is dependent upon qualifications.

To Apply

Please send a cover letter that captures why this position is a great match for your skills and interests, along with your resume to nicole@localcirclesdetroit.org. Please include the job title in the subject line.