



POSITION: Say Yes Guilford Middle School Program Coordinator

REPORTS TO: Chief Impact Officer

SCHEDULE: Monday – Friday, 40 Hours

LOCATION: 3505 E Wendover Ave.

POSITION SUMMARY

This position will manage projects specifically related to middle school CTE exposure opportunities. Additionally, The Education Coordinator will serve as Say Yes Guilford’s link between community resources and Guilford County Schools.

The Education Coordinator will work collaboratively with school social workers, counselors, Communities in Schools Coordinators, principals, and mental health providers.

CTE Focus - Exploration

Goal: Career and Technical Education (CTE) prepares all students for **high-skill, high-wage or in-demand careers**. CTE equips students for post-secondary education and immediate employment opportunities to compete worldwide successfully. Middle School plans are designed to expose students to these jobs and the jobs of the future.

This position will be responsible for the facilitation and execution of Say Yes’s Middle School CTE focused initiatives including, but not limited to: Career Exposure annual event, Mobile Innovation Lab initiative, YouScience Assessments, and Entrepreneurship Experience.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Facilitate Strategic Priorities of Middle School CTE Work
- Execute vision of GCS stakeholders and SYG’s Chief Impact Officer to ensure middle school support service impact
- Convene necessary community partners to work collaboratively in all areas of work
- Coordinate, plan, and serve as lead contact for middle school facets of work
- Measure and Report KPIs related to middle school support services to Chief Impact Officer and Support Services Committee
- Serves as a connector for students and families to community resources
- Supervise additional part-time contract staff members
- Collaborate with GCS CTE team to implement Middle School programing and facilitate integration into the GCS curriculum
- Other Duties as Assigned

QUALIFICATIONS

- Bachelor’s Degree Preferred- or equivalent relevant work experience
- Pass a school system background check
- Possess experience and knowledge to assist with the planning, problem solving, education, and empowerment of both the community and schools to help families in crisis.
- Have a passion for helping students and families in Guilford County
- Can work independently and collaboratively in a team environment

Mission:

Providing access to support services and scholarships designed to prepare Guilford County Schools’ students for success in college, career, and life

- Attention to detail with great organizational skills
- Demonstrates a belief in the importance of data collection to continuously improve implementation effectiveness and outcomes.
- Agility to adjust “on the fly” and navigate changing circumstances that accompany working within schools and with children.
- Ability to foster positive team rapport.
- Represent Say Yes Guilford in a positive manner in appearance, communication, and forward planning

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