

Job Title: H.O.P.E. Program Coordinator - **Temporary 9 mos. Position**
Job Site: Pelham Apartments Resident Services and Business Center
Reports To: Resident Services Manager
Supervises: Interns, Volunteers, Mentors

Program Description:

The proposed program, H.O.P.E. (**H**ealthy **O**ptions for **P**rogress through **E**ducation) is an on-site, community-based initiative geared toward 15-21 year old youth that reside at Pelham Apartments, providing them with access to computer technology that allows them to achieve academic success and obtain better jobs; one-on-one mentoring and community engagement; and healthcare information and other social services that improve the quality of life for themselves and their families. This will include information and referral. Students will earn a monthly stipend through their documented work in a community agency related to their coursework. Monthly field trips to educational, cultural and science institutions will be determined by the student's interests. The proposed program is unique in that it is on-site and will be conducted during the evening hours of 6:00-8:00 p.m., hence eliminating the transportation barriers that exist and offers a comprehensive approach, including familial support to the student. Concerted outreach efforts will be made to Hispanic and black youth to ensure participation. A family night will be offered once per month where student progress will be reported to the parent or legal guardian.

Purpose: Coordinate and supervise all operational aspects of an on-site community-based program, which is geared toward serving 20 or more, 15-21 year old youth that reside at Pelham Apartments. The program will be conducted during the evening hours of 6:00—8:00 p.m., offering a comprehensive approach, including familial support to the student.

Accountabilities:

- Weekly life-skills workshops and daily support on available computer technology, completing college applications, obtaining driver's license and other related subjects.
- Job search assistance and resume development.
- Recruit, train and supervise mentors for program participants for one-on-one mentoring.
- Coordinate and supervise community engagement opportunities for program participants, such volunteer and internship opportunities.
- Provide healthcare information, and other social services that improve the quality of life for themselves and their families through regular workshops .
- Oversee the requests for program participant's earned monthly stipend through their documented work in a community agency related to their coursework.
- Plan and supervise monthly field trips to educational, cultural, and science institutions will be determined by the student's interests.

- Maintain records and accounts, purchase of required goods and services, and submission to the Community and Economic Development Department of properly documented requisitions and reporting forms on a monthly basis.
- Track all Outcomes and ensure that mechanisms are initiated to measure said outputs.
- Maintain individual client records and other necessary information on services provided so as to be able to document the income status and other characteristics of individuals served.
- Work cooperatively with and assist the Community and Economic Development Department in its monitoring and evaluation activities described in the grant and respond to recommendations made by the Community and Economic Development Department and arising from such evaluations.
- On a monthly basis subject to the receipt by the Community and Economic Development Department of a "Certification and Request for Release of Funds" and supporting time and attendance documentation from the Contractor, accompanied by a monthly activity report (including summary information on benefits of lower income persons). **Only original invoices will be accepted for payment.**
- **On a monthly basis submit** periodic and monthly evaluation reports as it may pertaining to the work on the grant, the costs and obligations incurred or to be incurred in connection therewith and any other matters covered by this Contract.
- The Coordinator will maintain accounts and records, including personnel, property and financial records, satisfying the requirements of the grant.

Qualifications

- Be legal age of majority
- Ability to be flexible and to work with a flexible schedule, including evenings and weekends.
- Experience with workforce development, completing college applications and and/or working with youth is desirable.
- Excellent interpersonal and communication skills
- Ability and desire to work as part of a cooperative team
- Have a valid driver's license, with access to personal transportation
- Ability to work effectively with groups of youth, community groups, volunteers, and staff.
- Ability to work after-school, evening, and weekend hours during the school year and daytime hours during school vacation weeks and summer
- Program operates September 2010 – June 2011

To apply:

Forward your resume and cover letter to: Mrosado@Corcoranmgmt.com

Or Mail to: Maria L. Rosado, Resident Services Manager
Pelham Apartments Resident Services and Computer Center
95 B Taralli Terrace
Framingham, MA 01702