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**Job Opportunity: Summer Program Coordinator (summer, part-time)**

**General Information:** *Partnership for the Future (PFF)* educates and inspires students of limited resources to pursue access to private sector networks and college opportunities so that they may become leaders and providers in our communities. PFF's mission equips high-achieving high school students for success in college and beyond.

The program begins after a student's freshman (9<sup>th</sup> grade) year in high school and continues for four summers and into college. Participating companies offer the student employment two summers after a successful school year and match the student's summer job savings for further education. Students' summer work experience is supplemented by weekly personal development workshops during the summer session.

**Position Description:** The Summer Program Coordinator will coordinate and execute summer programs and act as a "professional mentor" to students in the program by maintaining close communication with those students, their parents, business sponsors. The Summer Program Coordinator will have completed an undergraduate degree. It is a great position for an applicant interested in working over the summer or a current graduate/professional student with an interest in the personal and professional development of young people from Metro Richmond.

Other qualifications include but are not limited to:

- excellent communication skills
- effective presentation/facilitation skills
- ability to relate to high school students
- flexible, creative, patient, sense of humor, team player

**Primary Duties/Responsibilities:**

- Coordinate and execute summer program
- Facilitate Friday personal development workshops
- Meet with assigned students at their job site every other week
- Complete weekly reports regarding the progress of assigned students
- Supervise Summer Staff
- Other duties as deemed necessary

**Dates of Employment:** June-August 2022 (Mandatory events: All Friday Sessions, 2-Day Staff Training in June & Summer Institute 4-Day Overnight Stay at Randolph Macon College June 27-June 30<sup>th</sup>)

**Hours:** ~20 hours/week

**Salary:** \$18/hour (plus gas stipend)

**\*Due to the amount of local travel during the summer session, candidates must have access to an automobile.**

**To Apply:** Send résumé and cover letter to [tiffany.thomas@partnershipforthefuture.org](mailto:tiffany.thomas@partnershipforthefuture.org) no later than April 19, 2022.