



### **Summer Program Coordinator (part-time, seasonal), Richmond, VA**

*Partnership for the Future (PFF)* is a college access and college success program dedicated to breaking the cycle of poverty for young people by providing training and educational opportunities that will fuel their future success. This position will work alongside the Sr. Director of Programs and Program Team to execute our summer work experience program. The PFF summer work experience program includes a four-day overnight orientation for recently accepted students and a 7-week internship program for returning PFF students.

#### **Primary Duties:**

- Assist with execution of summer program which include direct engagement with PFF students and coordination and facilitation of our Friday personal and professional development workshops.
- Provide oversight to PFF students attending the overnight PFF institute and students in the 7-week internship program.
- Communicate important program dates and activities to PFF students and parents.
- Work alongside PFF full-time staff to execute weekly Friday programming for students.

#### **Qualifications**

- Bachelor's degree required.
- Experience working directly with adolescent and/or high school students.
- Strong communications skills including effective writing skills.
- Ability to work independently, organize and prioritize work, and meet deadlines.
- Classroom management and facilitation skills.
- Must have a valid Driver's license and reliable transportation.

**Dates of Employment:** June 1 - August 4, 2023 (weekly Friday sessions are required for summer staff)

**Hours:** 20-25 hours/week (except the four-day overnight institute from June 12<sup>th</sup>-June 15<sup>th</sup>)

**Salary:** Minimum \$18/hour (plus mileage reimbursement)

For more information about PFF: <https://www.partnershipforthefuture.org/>

*To Apply: Send resume and cover letter to Reshaud.Rich@partnershipforthefuture.org no later than April 29, 2023.*