



Program Coordinator--STX

Job Description

- **Salary:** *Negotiable*
- **Type of Work:** *Contractual*
- **Work Hours:** *32 hrs per week*
- **Program Operational Time:** *Monday thru Friday, 8:00 a.m. to 4:00 p.m.*
- **Number of Positions:** *(1)- St. Croix District (1) Position*

Purpose

To assist the YouthBuild Program Administrator by providing oversight of the daily program operations, including the implementation and management of the educational, counseling, construction, graduate services and other grants for the YouthBuild Program.

Responsibilities

1. Provide supervision of the construction managers, trainers, counselor/job developer, GED instructor, mentoring coordinator and computer literacy instructor.
2. Manage enforcement of contract between YouthBuild and the contractors, including regular meetings with contractors and/or staff relative to the deliverables outlined in their contract.
3. Develop systems in conjunction with the YouthBuild Program Administrator to improve program operations, coordination and collaboration among staff.
4. Report to YouthBuild Program Administrator on program status, needs and challenges
5. Participate in overall program planning decision making as part of the management team.
6. Organize and manage daily functions of the YouthBuild operations to include trainees' attendance and payroll records.
7. Assist with preparation, reporting as well as submittal of all YouthBuild grants to include timely input of data into WebSTA-Q and U.S. Department of Labor YouthBuild MIS as well as preparation of required grant narrative reports.
8. Assist with preparation of monthly reports.
9. Interface and organize meetings, presentations and activities with YouthBuild stakeholders.
10. In conjunction with Case Manager/Job Developer coordinate and facilitate participants' home visits to assess needs and support.
11. Market the program and participants to eligible youthbuild applicants, potential employers/partners as well as develop presentations in conjunction with YouthBuild Program Administrator about the program.
12. Attend staff meetings and/or trainings (on-island or off-island).

13. Assist in the planning and organizing of Mental Toughness activities, recognition events and awards ceremonies.
14. Enforce YouthBuild Trainee Manual as well as participants' contracts.
15. Prepare grant applications and other required documentation to sustain the YouthBuild Program.
16. Prepare weekly, monthly and/or quarterly reports as required.
17. Keep accurate and auditable service records to include participants' case files.
18. Other related duties as assigned to assure programmatic operation and goals are met.

Qualifications

1. Minimum Bachelor's degree in counseling, education, human resources or related field, or equivalent experience.
2. Five (5) years experience in counseling or managing alternative education program in a community based setting.
3. A respect for the ideas and intelligence of young adults.
4. Ability to work in an enthusiastic and encouraging way with young people who have not completed high school.
5. Strong verbal and written skills.
6. Strong management and supervisory skills.

How to Apply

Interested and qualified individuals must submit a cover letter stating interest, resume, police record as well as three (3) letters of recommendations in a sealed envelope to:

Marilyn Miller
Procurement Manager
Procurement Department
Virgin Islands Housing Authority
P.O. Box 7668
St. Thomas, V. I. 00801

These vacancies will remain open until filled.

If additional information is required, please contact Ms. Carla Joseph, Section 3/YouthBuild Program Manager at (340) 714-2102 or (340) 626-5553.