



Job Announcement:
Financial Access Youth Educators (FAYE) Specialized Project Coach
Life Academy High School

Alternatives in Action is a non-profit organization that works with youth who have leadership potential and prepares them for college, career AND community. Alternatives in Action is committed to building opportunities for youth with leadership potential to take charge of their life and make positive changes in their communities. Serving 1,300 youth annually, we provide a holistic approach to youth development that includes community impact projects, enrichment groups, college and career readiness activities, parent involvement programs and educational support at each of our sites. We are leading community school initiatives in West Oakland, East Oakland; and operate a charter high school, a preschool and provide training and consulting in the youth development and education fields. Our staff and student population is diverse and committed to quality work and community-building.

The ideal candidate is:

- **Committed youth development professional who isn't afraid to roll up their sleeves in an innovative fast-paced setting**
- **Motivated and responsible leader who is dedicated to upholding a strong school culture**
- **Able to work with urban youth and collaborate with other adult allies within a social justice framework**
- **Committed to the financial empowerment of Oakland youth**

POSITION OVERVIEW: We are currently seeking a Financial Literacy Specialized Project Coach to support the development and implementation of extended day program initiatives at Life Academy High School.

RESPONSIBILITIES:

The Financial Access Youth Educators (FAYE) Coach will oversee the daily operations AIA's financial empowerment programs, ensuring fidelity to the program developed by our partner, MyPath. The program includes supporting a team of 6-8 youth to provide peer-to-peer financial education, financial coaching, support to youth 200 Oakland youth to set up savings plans and open savings accounts.

Responsibilities

FAYE Coach (60%)

- Implement systems for developing program curriculum, tracking attendance, and completing all necessary administrative paperwork
- Work with Community Programs Director to develop and implement a recruitment and retention strategy for youth participants
- Develop relationships with school teachers, administrators, community organizations, and others
- Produce a fall project and a spring community impact project for each program group that addresses community needs
- Continuously evaluate, direct, and monitor how well financial curriculum, workshops, and activities meet participant needs and grant objectives, modifying as appropriate.

- Train, supervise, coach, and evaluate program youth coaches to ensure youth participant needs are met and all program and grant outcomes are achieved.
- Include parents/guardians, teachers, and other stakeholders in project development and implementation
- Work closely with Community Programs Director to strategically plan for program development, improvement, and sustainability.
- Collaborate with other AIA staff and departments to ensure proper youth alignment of financial empowerment programming and joint outcomes. Streamline resources with other programs and departments to maximize impact.
- Develop and maintain external partnerships, including partnerships with local schools, community-based organizations, banks, and credit unions

Data Management and Fund Development Support (40%)

- Develop and oversee data collection protocols for all program activities to track program effectiveness and impact.
- Work with Fund Development team to complete grant reports and program updates for funders and AIA Executive team, ensuring to meet all deadlines.
- Participate in professional development opportunities including weekly and monthly staff meetings, and content specific workshops as needed
- Support school wide and Community Program events throughout the school year
- May serve as program spokesperson, strong communication skills required.
- Other duties as assigned.

Qualifications

- Highly organized with strong youth development skills.
- B.A. in education, human services, public policy, social work, finance, business administration, or related field; relevant work and management experience in a non-profit may be substituted degree requirement.
- 4 years of volunteer/ professional experience in leading or teaching projects with youth.
- Knowledge of programs such as financial coaching, financial literacy, matched savings accounts preferred.
- Experience building programs and aligning activities to meet grant objectives.
- Knowledge and skill sets related to finance and banking institutions preferred.
- Bi-lingual English/Spanish preferred.
- Flexibility, sense of humor, strong commitment to collaboration, and resourcefulness.
- Strong public speaking and organizational skills.
- Driver’s license, insurance and registration as well as access to a car
- Ability to lift up to 20 lbs and engage in physical activities with youth (active ice breakers, sports activities, etc.)
- Have reliable transportation (Reimbursement is provided for travel between program sites)

POSITION TITLE: Life Academy Specialized Project Coach
CLASSIFICATION: Full-time, temporary
HOURS: 40 hrs p/wk between 10:30am – 6:30 pm, some evenings and week-ends
SALARY: \$20 -\$23 hourly depending on qualifications

BENEFITS:

Full Time

100% Premium Medical/Dental, 403(B) Retirement Match Generous Holiday Calendar: Including – 1 week Thanksgiving Break, 2 week Winter Break, 1 week Spring Break; accrued vacation and set sick days

To apply please send your resume and cover letter with the position title in the subject line by email to: hr@alternativesinaction.org attention Human Resources.

Thank you for applying. Due to the volume of candidates, we will be unable to contact each candidate individually. If you are being considered for the position, you will be contacted. We are unable to accept phone calls or walk-ins.

People of color encouraged to apply.

NON-DISCRIMINATION POLICY: ALTERNATIVES IN ACTION DOES NOT DISCRIMINATE IN ANY PROGRAM, ACTIVITY OR IN EMPLOYMENT ON THE BASIS OF AGE, CREED, SEX, RACE, ETHNIC BACKGROUND, MARITAL OR VETERAN STATUS, NATIONAL ORIGIN, DISABILITY, SEXUAL ORIENTATION OR RELIGION.