Eastside Youth Strong
EXPANDING THEIR REALITY, SCULPTING THEIR FUTURE

Job Title:	Multi- Site Coordinator	**Department:**	Programming /Operations
Location:	Multiple locations	**Travel Required:**	Occasional/Local
Starting Salary Range:	$30,000-$40,000	**Position Type:**	Full-time (40 hours/week)
Benefits:	Fully paid Health Insurance, Vision and Dental, Five (5) weeks PTO, 11 paid holidays, paid training and conferences.		

Please apply by sending your cover letter and resume to the Program Manager: ytaylor.eys@gmail.com

Organizational Summary

Eastside Youth Strong's vision is to create an environment where all Eastside youth can reach their fullest potential. We offer programs that offer youth an opportunity to grow as individuals and be successful in their own unique way. We value our responsibility to hold youth accountable and encourage them to try new things.

Position Description

Grow with us! Eastside Youth Strong (EYS) is seeking a full-time (FT) position to manage our program sites. As the Multi-Site Coordinator, your role is central to ensuring that all sites operate efficiently, deliver engaging programs, and foster a positive, safe environment for all youth, families, and staff. The Multi-Site Coordinator has to have a deep connection to our mission, vision, and core values.

Responsibilities include:

- Establish and maintain site programs, activities, and services that prepare youth for success.
- Ensure a safe, healthy, and well-maintained environment (facilities, equipment, supplies).
- Coordinate program and transportation schedules.
- Collaborate with school principals to ensure youth engagement and program alignment.
- Oversee staffing and community partners.
- Collect and interpret youth development data (e.g., YPQA, Hello Insight, attendance, etc) and prepare monthly reports.
- Work with Lead instructors to develop weekly and monthly newsletters.
- Develop partnerships with parents, schools, and community organizations.
- Network with community partners to enhance afterschool programs.
- Serve as a liaison between families and staff, addressing youth issues and applying guidance/discipline plans.
- Submit purchase requests for supplies/equipment to the program manager.
- Oversee ISS (during school day), CHAMPS, YEP, STEAM, EASEL, EMPOWERU, and future programs.
- Connect families to outside resources as needed
- Able to work collaboratively with other team members
- Assist program manager in recruiting youth for programs.
- Attend community events, meetings, conferences, and table vending opportunities on behalf of the organization.
- Promote Family Engagement activities throughout the year (Harvest Family Dinner, Family Holiday Dinner, Family Game Day, etc.)
- Monthly meetings with lead teachers and support staff are required. (By program and as a whole group)

Minimum Qualifications

- Bachelor's degree from an accredited college/university or equivalent experience.

- Minimum 1 year of experience in a Leadership role or similar afterschool organization, planning and supervising activities for youth.
- Demonstrated ability in personnel supervision, recruitment, and retention.
- Proficiency in Microsoft Office, Excel, and internet usage.
- Strong oral and written communication skills.
- Ability to work effectively with young people, families, school staff, and community leaders.
- Working knowledge of budget preparation, control, and management.
- Knowledge of community social services and youth development principles
- Must also have a deep passion and commitment to serving our community.

- Lifting abilities to 10lbs or more.

Skills & Competencies

- Leadership and team-building abilities.
- Problem-solving and conflict resolution.
- Data collection and reporting.
- Interpersonal skills for building trust and collaboration.
- Organizational and time management skills

Note: This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Mission: To empower Eastside youth through transformative relationships and evidence-based practices.

Core Values:

- **Centering and Empowering Individuals** – We provide youth and adults with equitable resources and experiences to thrive as individuals and transform their communities.
- **Authenticity** – We provide equitable and inclusive spaces for individuals to show up and freely express their intersecting identities.
- **Accountability** – We are accountable to the work, each other, and ourselves. We will do what we say we will do, operating in equity and inclusion.
- **Belonging** – We create authentic, equitable, inclusive, transformational relationships among all community members.
- **Innovation** – We consider equitable and inclusive opportunities and think beyond how things have always been done.

Eastside Youth Strong is an Equal Opportunity Employer.