



JOB POSTING
RESOURCE COORDINATOR

Cincinnati Youth Collaborative (CYC), a United Way Agency Partner, has been committed to increasing Greater Cincinnati high school graduation rates for over 30 years by collaborating with schools, businesses, and volunteers throughout the community. Since its founding, CYC has served more than 200,000 students by placing positive adult advocates in their lives. Working directly with local school districts, CYC offers workforce development, college and career success, and mentoring services to students. Mentoring platforms are tailored to the needs of individuals, groups, and businesses. Over the past five years, an average of 94% of CYC senior students have graduated on time from high school.

CYC currently is looking for two individuals to join our staff as Resource Coordinators. These positions support district-wide community learning center initiatives of creating schools as centers of the community. Resource Coordinators initiate, facilitate and maintain programs and strategies that are aligned with the school's One Plan, as well as youth and community goals. The individual develops, promotes and furthers the wisest use of community resources to create optimal positive impact by enhancing community and individual assets, meeting critical human service needs and promoting long-term community solutions.

Major responsibilities of the position include:

- Participate as key leader in the school needs assessment process to identify gaps in service for students, family and community members. Work to establish goals for Community Learning Center (CLC).
- Engage community in partnerships that meet critical needs and support student achievement. Promote long-term solutions. Integrate and align resources to Community Learning Center goals.
- Coordinate all community resources serving school, including tutoring, primary health, mental health, arts, recreation, afterschool, and other any other resources identified as partners in the CLC per the community engagement process (needs assessment) and district-wide initiatives.
- Maintain and update agreements for all partners and programs, (using CLC partnership agreement) and include outcome measurements against CLC goals. Collaborate with the LSDMC on monitoring effectiveness of partnerships in measurement or progress against CLC goals.
- Coordinate all community resources serving school, including tutoring, primary health, mental health, arts, recreation, afterschool, and other any other resources identified as partners in the CLC per the community engagement process (needs assessment) and district-wide initiatives.
- Facilitate communication and relationship-building with community building partners, key stakeholders, and volunteers including participation in community groups and/or committees.
- Serve as key information contact for non-school day schedule; communicate and coordinate full slate of activities; act as key community contact person for school & their assigned school staff.

There are two full time positions available: one at Gamble High School and one at Woodward High School.

This position requires excellent networking, training, communication and interpersonal skills. Demonstrated ability in grassroots community outreach and organizing, leadership training, and youth development is desired. An Associate Degree, Bachelor's Degree and related training is preferred. Understanding and knowledge of public schools is helpful. Good organization/planning, team building, verbal and written communication skills necessary. Prefer 4-year college degree and experience in coordinating comprehensive program activities in a school or institutional setting.

By connecting students with resources and tools for success, CYC continually proves that preparation and opportunity make all the difference in creating bright futures. CYC's 3 E's – Enrolled, Employed, and Enlisted – are the key career pathways for our youth because we know that success does not end after a high school diploma. Join our team and be part of this exciting and rewarding activity. Apply for the position at <https://www.cycyouth.org/employment-opportunities/>