



IBA empowers individuals and families to improve their lives and achieve socio-economic mobility through high-quality affordable housing, education, financial and resident empowerment and arts programs.

We are looking for:

Youth Development

Program Coordinator

(Full-Time)



This position is for you if you:

- ▶ Wants to be part of a mission-driven organization serving the needs of Boston's Puerto Rican and globally diverse community.
- ▶ Have a passion for planning curriculum and events for youth programs.
- ▶ Enjoy working with Youth.
- ▶ Works well independently and as part of a team.
- ▶ Possess strong organizational and communication skills.
- ▶ Possess strong problem-solving and critical thinking skills to creatively fulfill program needs.
- ▶ Value community, reflection, learning, collaboration, and strategic planning.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Maintains and shape the Youth Development Program (YDP), including assisting in developing the workshop calendar and academic support schedule during each cycle in direct collaboration with the YDP Team.
- Works with other YDP Coordinators to implement the day-to-day operations of the youth program, including the youth recruitment, enrollment, onboarding, and orientation processes.
- Assists in planning End of Cycle youth showcases, special events, and youth performances.
- Works with the YDP Team to develop and implement program curriculum, including arts enrichment, civic engagement, academic support, financial empowerment, and job readiness workshops.
- Creates and maintains a safe space for youth, implements strategies to promote social & emotional wellbeing, utilizes case management strategies.
- Refers youth to the appropriate social services as needed.
- Uses positive and constructive methods of guidance and motivate youth towards a positive attitude for learning and growth.
- Tracks and manages youth case notes, hours, attendance, and payroll.
- Collaborates with the YDP Team to develop goals and workplans based on IBA's overall mission and strategy.
- Collaborates with other IBA programs as required to grow and develop the youth program.
- Attends trainings, forums, and conferences for professional growth.
- Maintains, cultivates, and manages partnerships with community stakeholders throughout Boston.
- Represents the agency at internal and external meetings as needed.
- Manages and supports daily, bi-weekly, monthly and annual data tracking of youth attendance, retention, grade advancement and graduation, and measures of program impact and effectiveness using salesforce, and other databases.
- Participates fully in the organization of annual IBA events, including Three Kings Day, and Festival Betances, as well as other events related to the community.
- Carries out ad hoc duties as needed.
- Carries out any additional job duties or requirements as required.

GENERAL COMPETENCIES AND QUALIFICATIONS REQUIREMENTS

- Bachelor's degree, with focus in Education, Humanities, Social Work or related fields preferred.
- Two or more years of direct experience and great passion for working with youth of color in a youth development program, community-based setting, and/or educational setting
- Knowledges of and/or prior relationship with the South End/Lower Roxbury neighborhood
- Passion for the arts, social justice, and civic engagement and belief in the power of the arts to empower and engage youth
- Interests in building and maintaining partnerships within the youth development field
- Bilingual, Spanish-English
- Excellent verbal and written communications skills
- Strong organizational and problem-solving skills with attention to detail
- A creative thinker with a strong sense of responsibility and dedication
- Experience with or willingness to learn program evaluation, data collection and analysis
- High degree of computer literacy with knowledge of word processing, spreadsheet and data based software applications
- Strong project management skills, with the ability to drive complex, multifaceted projects forward to deliver results on time
- Interest in collaborating with the YDP Team to develop work objectives and targets based on IBA's mission and overall strategy
- Ability to work a flexible schedule
- CORI Requirement

COMPENSATION AND BENEFITS

IBA is proud to offer very competitive \$69,000 salary, commensurate with experience, and a robust benefit plan that includes an 80/20 premium cost share for comprehensive health, dental and vision insurance; a generous HRA provided by the company (\$9,100 or \$18,400 based on single and family coverage) and other built in supports that significantly reduces or eliminates out of pocket medical expenses. We offer a 403b plan with annual employer contribution, generous paid time off.



Work Culture:

IBA is located in Boston's historic South End in an ethnic and culturally rich Latinx community. IBA management and staff represent the community as majority Spanish bilingual. Our commitment to inclusion, equity and empowerment is inherent in IBA's mission, imbedded in our values and demonstrated in the ways we work together to achieve mission impact and outcome goals.

To apply please submit a resume and cover letter to:

Organization: Inquilinos Boricuas en Acción, Inc.
Location: Boston, MA
FLSA Classification: Non-Exempt
Supervisor: Director of Youth Development Programs

ibaboston.isolvedhire.com



As an EOE/AA employer, IBA will not discriminate in its employment practices due to an applicant's race, color, religion, sex, national origin, sexual orientation, gender identification, veteran, or disability status.