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| Position Title: | Student Services Coordinator |
| Reports To: | Executive Director |
| Position Status: | Hourly |
| Revision Date: | 02/22/2022 |

Position Overview

The Student Services Coordinator, plans and manages student's success on behalf of Project 150. This position is responsible for working with students in creating and monitoring their plan to remain in school and their plans for life after graduation. This position works closely with high school students, school counselors, teachers, and community partners to ensure a successful future for the student. The Student Services Coordinator must be highly organized, empathetic, compassionate, nonjudgmental, and eager to help students in building a successful future. This position does not have supervisory roles.

Position Responsibilities

Programs Services, Coordination & Outreach

- Develop strategies and roadmaps to help the student overcome barriers.
- Provide support and resources for students; good working relationship with support networks, government resources, and community resources.
- Evaluate student case files, programs, services, and resources for quality and impact.
- Listen and provide help and guidance for students where necessary.
- Advocate and raise awareness on behalf of students, the needs of the community and local services.
- Schedule and conduct high school site visits with school contacts to ensure quality of services and information.

Organization & Administrative Support

- Promotes P150 Programs and Services at community events and fosters partnerships between P150 and community, businesses, and other entities.
- Schedule and Coordinate ongoing workshops with students and facilitators for the Project 150 Students Education and Empowerment Center.
- Data entry and ability to create reports from quickbooks.
- Enter weekly school orders and coordinate route for delivery of school orders.
- Maintain an organizational climate that attracts, motivates, supports and retains high quality volunteers and staff who are committed to providing supportive services to families.

Requirements

- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Very strong interpersonal skills and the ability to build relationships with students, staff, board members, external partners and donors.
- Highly resourceful team-player, with the ability to also be extremely effective independently.
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of student service and response.
- Professional, polished communication skills – oral and written.
- Strong attention to detail.
- Ability to multitask, prioritize, solve problems, and thrive in a fast-paced environment.
- Exceptional organizational, time management and administrative skills.
- Must adhere to the values of the organization and convey its purpose to others.



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Education & Experience

- Knowledge and understanding of the issues and dynamics with homeless, disadvantaged and displaced youth and teenagers.
- Advanced knowledge of Microsoft Office Suites (Outlook, Word, Excel, and Power Point), Adobe Acrobat, and Quickbooks.
- Previous Non-Profit experience required
- Previous Case Management experience preferred
- Undergraduate degree in non-profit, case management, or social work preferred.

Wage and Schedule

This is an hourly position with working hours of Monday – Friday 8:00AM – 5:00PM, with some occasional overtime. Position is primarily based out of the Project 150’s Administrative building but may require work outside the office. Rate of pay between \$19.00 and \$21.00 per hour based on experience.

How to apply

Please submit a current resume and letter of interest to Project 150 via email to kellikristo@project150.org

This job description does not necessarily represent an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this is intended to be an accurate reflection of the job, management reserves the right to revise the job or to require that other or different tasks be performed as circumstances change.