

Children's Defense Fund – Minnesota

21st Century Program Coordinator American Indian-Focused CDF Freedom Schools® Program

Position Description

Position Open: December 19, 2016

Position Closed: January 16, 2016

Organization Background

The Children's Defense Fund Leave No Child Behind® mission is to ensure every child a Healthy Start, a Head Start, a Fair Start, a Safe Start and a Moral Start in life and successful passage to adulthood with the help of caring families and communities.

Children's Defense Fund-Minnesota (CDF-MN) is the only policy organization in the state to focus solely on the needs of children. CDF-MN pays particular attention to the needs of our most vulnerable children -- children of color and Native American children, children from low-income families and children with disabilities. We support all children through policy, advocacy, research, outreach and youth development. CDF-MN provides a strong, effective, and independent voice for all the children who cannot vote or speak for themselves. We champion policies and programs that lift children out of poverty, protect them from abuse and neglect, and ensure their access to health care, quality education, and a moral and spiritual foundation. We build the capacity of organizations and community members to best serve and advocate for low-income children as well as children of color and American Indian children.

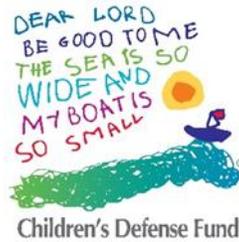
Nature and Scope of CDF-MN Youth Development and CDF Freedom Schools Program

Through national initiatives and community-based programs, CDF-MN plants the seeds to develop the next generation of servant-leaders who will continue to reweave the fabric of community for our children and youth. The goal for CDF-MN youth programs is to keep children and young adults engaged by strengthening their influence with peers, reinforcing their relationships with partner organizations, and establishing a loud voice to make the needs of children and youth known locally and nationally. CDF youth programs support academic success, integrate cultural relevancy, build leadership skills and promote community engagement.

The *CDF Freedom Schools* program is a summer and after-school reading and cultural enrichment program. Through the *CDF Freedom Schools* program, children are provided summer and afterschool learning opportunities and parent and community involvement. *CDF Freedom Schools* programs serve children ages 5 to 18 through activity-based culturally specific curriculum that integrates reading, conflict resolution, and social action and promotes social, cultural, and historical awareness.

Position Description

The 21st Century Coordinator will provide oversight for overall daily administration, implementation, coordination and evaluation of the American Indian-focused *CDF Freedom Schools* afterschool programs



located at Andersen United Community School, Sanford Middle School and South High School as well as a six-week summer program. This includes monitoring of program goals, objectives, and activities and managing a staff up to 15 people. The person selected for this position will also facilitate ongoing training opportunities; support data collection needed for the evaluation process of *CDF Freedom Schools* program and preparation of reports; and coordinate communication and community engagement opportunities for 21st Century *CDF Freedom Schools* centers and community partners.

Responsibilities:

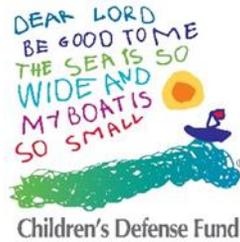
- Provide oversight for overall daily administration, implementation, coordination for all afterschool and summer programming.
- Attend all *CDF Freedom Schools* trainings as appropriate and organize/coordinate supplemental state and local trainings as necessary.
- Supervise *CDF Freedom Schools* sites team including: provide constructive feedback on staff performance and ensure that staff are meeting grant and community outcomes.
- Maintain ongoing contact with *CDF Freedom Schools* national office.
- Ensure timely and accurate submission of all *CDF Freedom Schools* application materials.
- Develop communication materials that promotes afterschool and summer programming.
- Identify and hire consultants for afterschool and summer programming.
- Develop and maintain a Youth Advisory Committee to oversee CDF's youth leadership development programs.
- Coordinate and facilitate meetings with various community partners.
- Evaluate effectiveness of program and make appropriate changes when necessary.
- Manage site coordinators and front-line-staff, which include conducting staff one-on-ones, team meetings and site visits.
- Monitor expenses and spending to align with submitted program budgets.
- Gather all pertinent data and information to compile evaluations and reports to be submitted to program evaluator and/or funders.

Education Qualifications

- Four year degree or equivalent experience in education, youth development or management required

Knowledge, Skills and abilities

- Commitment to improving the lives of children as expressed in CDF's mission statement.
- Experience working with Native American K – 12 students.
- Experience coordinating logistics for summer and afterschool programming.
- Experience with staff management and supervision preferred.
- Experience working in or with school districts.
- Ability to produce quality work within tight timeframes and manage several projects.
- Experience leading meetings through group dynamic facilitation skills.
- Experience in building community partnerships.
- Willing to travel periodically to develop community support and oversee project activities.



Personal characteristics

The 21st Century American Indian-focused *CDF Freedom Schools* Program Coordinator should demonstrate competence in the following:

- Creativity/Innovation: Develop new and unique ways to create and improve the programming for children and youth at our *CDF Freedom Schools* sites.
- Build Relationships: Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization – must be able to work with people of all ages and backgrounds, skills and abilities.
- Communicate Effectively: Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques for multiple audiences.
- Focus on Student Needs: Anticipate, understand, and respond to the needs of youth in our *CDF Freedom Schools* program to meet or exceed their expectations within the program parameters.
- Foster Teamwork: Works cooperatively and effectively with others to set goals, resolve problem, and make decisions that enhance organizational effectiveness.
- Organize: Set priorities, develop a work schedule to monitor progress towards goals, and track details, data, information and activities.
- Understanding: Understand and appreciate the mission and work of CDF-MN and how public policy affects children and families.
- Plan: Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.
- Have fun: Bring a sense of inquisitiveness and humor as well as flexibility to the work.

How to apply:

To apply submit cover letter and resume at: www.childrensdefense.org/jobs. We recommend using Firefox or Chrome when applying.

The Children's Defense Fund is an equal opportunity employer.