

# Job Description

Position Title: Pima for Youth Coordinator

Job Family: Student Services

Job Level: Professional - Entry

FLSA Status: Exempt

Salary Grade: 03

## Position Summary:

The Pima for Youth Coordinator supports the development, implementation, and coordination of Workforce Initiatives. The Pima for Youth Coordinator monitors Pima for Youth young adult programs and defines goals and success metrics in support of PCC programs and services. The Pima for Youth Coordinator serves as a liaison and collaborates with youth-serving organizations, community partners, and college stakeholders to remove barriers, increase options, and support transition to educational and career services. The Pima for Youth Coordinator assists with decision-making processes relating to academic, career, personal and professional goal achievement.

## Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Coordinates Pima for Youth projects and grant activities including organizing recruitment events, career events, projects, training, workshops, and activities directed toward college readiness. Develops communications, assigns staff, engages vendors, and oversees events.
2. Partners with community organizations to support youth transition into PCC educational pathways and career services.
3. Assists students with general information and acts as a student liaison to the college by helping students to navigate PCC's landscape, understand PCC's policies and procedures, and connect to faculty, their success network, support services, and college and community resources.
4. Monitors Pima for Youth programs: individual student academic progress; analyze confidential student information; implement a custom action plan designed to improve performance and to support attaining their short-term/long-term academic, personal, and professional goals.
5. Reports, tracks, and monitors program and grant outcomes, activities, and documents, and prepares related reports and correspondence.
6. Meets regularly with community partners, internal and external service-area constituents, and other youth-serving organizations that assist with the goal of increasing the recruitment of Pima for Youth programs.
7. Prepares, develops, and presents information relevant to Pima for Youth Young Adult programs and Workforce Initiatives through instructional materials, classroom presentations, workshops, and activities.
8. Represents the College with a variety of internal and external activities and functions
9. Performs all other duties and responsibilities as assigned or directed by the supervisor.

## Knowledge, Skills, and Abilities:

1. Knowledge of administrative procedures and practices.
2. Knowledge of internal and external customer service principles and practices.
3. Knowledge and application of organizational and time management principles.
4. Knowledge of principles and methods for promoting programs and services.
5. Skill in analyzing data and drawing conclusions.
6. Skill in budget/resource management.
7. Skill in coordinating and monitoring the work of others.
8. Skill in effective communication (both written and oral).
9. Skill in public speaking.
10. Ability to develop and maintain effective and positive working relationships.
11. Ability to operate relevant equipment required to complete assigned responsibilities for the position.

## Supervision:

- Provides lead work, advises and/or guides students and student workers. May organize, set priorities, schedule and review work, may interview and make recommendations on hiring, and provide input into performance reviews.

## Independence of Action:

- Results are defined and existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

## Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Student Success: Allows the opportunity to support student success as well as improve access and retention.

## Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in Counseling or a closely related field of study required.
- Master's degree in Counseling or a closely related field of study preferred.
- Up to One (1) year of related experience required.
- One (1) to Three (3) years of related experience preferred.

### Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in an standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to move, position, and/or transport objects of light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

### Special Conditions of Employment:

- Works some evenings and weekends
- Pre-employment Background Check Required
- DMV Check/Current and Valid AZ Driver's License