

JOB DESCRIPTION



Department: Youth Service Corps

Job Title: Service Learning Project Coordinator & Community Liaison

Reports to: Director I, Youth Service Corps

Supervises: N/A

Employment Status: Intern, Young Adult Service Communities at the United Church of Christ

About Our Piece of the Pie:

Our Piece of the Pie (OPP) is a nonprofit dedicated to helping 14 to 24 year-old urban youth become economically independent adults. OPP's model is centered on the personal and consistent relationship developed between each youth and a caring, committed adult staff member. That relationship helps youth identify and overcome barriers, access support services, and achieve the goals of high school graduation, a postsecondary credential, and rewarding employment. Founded in 1975, OPP provided community- and high school-based programs to 1,610 youth throughout CT last year.

About the Youth Service Corps

According to Mayor Bronin: "The single most powerful tool for building a better future for Hartford is to help give our young people opportunities for meaningful employment." Envisioned as a major part of a city-wide plan to address a lack of employment and other opportunities for Hartford youth, the Youth Service Corps gives youth a meaningful way to work and serve, while earning a wage. Designed to work with youth ages 16-24 most in need, 200+ Corps members complete service learning projects throughout the city and access personal growth programming, including long-term goal-setting, workforce readiness, and academic assistance. Since May 2016, OPP has partnered with the City of Hartford to support youth through the year-long program that empowers youth to better help their City and themselves in the long-term.

Position Summary

OPP's Youth Service Corps seeks a Service Learning Project Coordinator and Community Liaison to support the youth Service Corps' efforts to build and maintain a network of meaningful and productive service-learning projects for 200+ Corps members. With a commitment to long-term community building, the position will work with local organizations, neighborhood associations, businesses, and individuals to identify and vet potential service learning projects. Integral to the program's success, this position will increase community awareness, partnership, and support while allowing the program to increase both the total number and diverse types of projects, which may range from park restoration & clean-up, to soup kitchen support, to general organization assistance, to environmental & conservation. This position will report to the Director of the Youth Service Corps and will work closely with the program's Youth Development Specialists.

Main Duties & Responsibilities:

- Develop an understanding of the Hartford area's community organization and service learning system through research and community meetings.
- Identify service learning opportunities by connecting with community organizations, neighborhood associations, businesses, and individuals.
- Conduct site visits for prospective and current service learning projects.
- Promote the service learning program to different organizations and youth for participation.
- Assist with coordination/placement of Corps members into service learning projects.
- Participate in cross-organizational teams and meetings.
- Assist with other projects as requested.

Qualifications

- Bachelor's degree preferred
- Two years of related community-building or service learning coordination is highly desirable.
- Valid CT driver's license and reliable transportation and/or own vehicle

Skills

- Able to work well in a team environment, handle multiple projects and meet deadlines.
- Excellent interpersonal, oral/written communication skills, problem-solving, decision-making and motivational skills
- Capability to react to project adjustments promptly and efficiently.
- Dedication to thorough research to determine projects and project sites.
- High talent in interacting with staff, community members, partner organizations and others in a positive, professional manner, engendering cooperation.

***Our Piece of the Pie®*, Inc. EOE AA M/F/Vet/Disability**