POSITION POSTING:
YOUTH ENGAGEMENT & PROGRAM SPECIALIST - PART TIME

(Submit Cover Letter & Resume and/or direct inquiries via email to apply@milwaukee.ihdf.org)

ORGANIZATION OVERVIEW

“I Have A Dream” Foundation (IHDF) provides individualized social, emotional, and academic support to students from historically marginalized communities from first grade to first job, along with guaranteed post-secondary tuition support.

IHDF-Milwaukee (IHDF-MKE) launched a new cohort in partnership with the Milwaukee Academy of Science in the 2023-24 school year, with an intensive and intentional focus on supporting not only “Dreamers” (youth served by “I Have A Dream” Foundation), but also their families, through intergenerational wrap-around support to help bridge equity and resource gaps, and promote stability, well-being, and thriving.

JOB DESCRIPTION

Position Mission: The Youth Engagement and Program Specialist works to ensure that Dreamers (youth participating in the IHDF-MKE program) have the skills and support they need to thrive physically, socially, academically, and emotionally now and in the future.

Position Objectives:
1. Holistic Youth Development: Cultivates an environment and opportunities that support the comprehensive development and well-being of Dreamers, with emphasis on social-emotional learning, academic achievement, and physical well-being.
2. Social Connection & Community Building: Fostering a strong, supportive community among Dreamers, emphasizing meaningful social connections to enhance their well-being and create a positive peer environment.
3. Individualized Support: Address the diverse needs of Dreamers directly, providing personalized one-on-one and small group support to enhance their social, emotional, and academic well-being.
4. **SEL Competency Building:** Deliver impactful Social-Emotional Learning (SEL) programs tailored to the unique needs of Dreamers, equipping them with essential skills to engage constructively in school, at home, and in the community.

5. **Academic Empowerment:** Implement and coordinate academic support initiatives, including tutoring programs, to empower Dreamers academically, ensuring they are well-prepared for their educational journey.

6. **Well-Being Promotion:** Contribute to youth and family events focused on enhancing well-being, social engagement, and personal development for Dreamers and their families.

**Program Responsibilities:**

1. Coordinate and deliver Social-Emotional Learning (SEL)-centered curriculum and program activities for Dreamers both in and out of school, in one-on-one and/or group settings.
2. Provide academic support by serving as tutors in key areas of need both and out of school, in one-on-one and/or small group settings.
3. Coordinate and execute Dreamer enrichment programs, including assisting in the planning and execution of after-school clubs, and attending field trips and community-based outings.
4. Support and facilitate activities at family events as requested.

**Administrative & General:**

1. Ensure timely narrative and data entry to track program effectiveness, supporting the organization's commitment to continuous improvement and growth.
2. Represent IHDF-MKE positively at community events, fostering positive relationships with Dreamers.
3. May be asked to contribute to communications via social media, text, phone, digital, and print channels, promoting engagement and well-being.
4. Actively engage in ongoing professional development within a learning-centered organization, enhancing skills for effective youth program delivery.
5. Maintain confidentiality while offering intimate support for basic needs, ensuring the well-being and trust of Dreamers.
6. Perform additional duties to support IHDF in achieving goals for Dreamers, adapting to evolving needs and opportunities.

**Skills/Qualifications:**

1. Background in youth development (education and/or previous youth work experience) and a belief in the positive potential of every young person.
2. Collaborative team player with a balance of innovation and initiative.
3. The ability to stay focused and positive when faced with challenging behaviors and situations. Patience with young people who may have experienced trauma and/or who may come from homes with significant stress and need.
4. A willingness to engage in intensive training in youth program quality, social-emotional learning, and youth development.
5. Team player willing to take both direction and initiative and work in situations with varying levels of oversight.
6. Exceptional communication skills, providing outstanding hospitality and customer service.

Desired Education/Experience:
1. Some postsecondary education (e.g. Associate Degree, Undergraduate Degree) in the field of Education, Family Development, Human Services, or the Social Sciences is preferred.
2. Previous experience working with youth in a school setting, out-of-school program, or other context is required.
3. Google Suite or Microsoft Office Suite familiarity is preferred.

Additional Requirements & Working Conditions:
1. Flexibility to work some evenings and weekends as required.
2. Interest and ability to work primarily in a school setting, often in the classroom, with a shared office space for administrative duties.
3. Willingness to undergo a thorough criminal background check, fingerprint clearance, and standard physical with TB clearance.
4. Enthusiastic interest in supporting the mission of “I Have A Dream” Foundation - Milwaukee.
5. The ability to accommodate local (Milwaukee area) travel for community-based programming and occasionally for professional development is required.

Compensation:
- This a part-time position with a wage level expected to be between $18/hour and $20/hour depending on experience and qualifications.
- The number of hours weekly is expected to be between 10hr and 20hr and will be dependent on candidate availability and the season, as summer offerings differ from school-year
- This role is not eligible for benefits.
**Reporting:**
This position reports directly to the IHDF-Milwaukee Director of Programs and also takes direction from the Family Engagement & Program Coordinator and the Mentor Program Coordinator.

**Additional Notes:**
The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. Reasonable accommodations may be made in appropriate circumstances to enable qualified individuals with disabilities to perform the essential functions of this job.

“I Have A Dream” Foundation - Milwaukee is proud to be an equal-opportunity workplace employer. We are committed to equal employment opportunities regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity, or Veteran status.