



OUR FRIENDS PLACE

Job Opening SOAR to Success Coordinator

Our Friends Place is seeking a team member who is creative, energetic, and has group facilitation experience.

TO APPLY:

- Send a cover letter and resumé to HireSOAR@OurFriendsPlace.org
- No phone calls please.

FOR MORE INFORMATION:

- Go to www.OurFriendsPlace.org



OUR FRIENDS PLACE

Job Description – SOAR to Success Coordinator

Position Title

SOAR to Success Coordinator

Exemption Status

Exempt

Mission Statement

Our Friends Place is dedicated to helping young women break the generational cycles of abuse, neglect, poverty and homelessness through empowering self-reliance and independence.

Position Summary

The SOAR to Success Coordinator is responsible for the implementation of Non-Residential programs. The SOAR to Success Coordinator is responsible for ensuring the agency meets or exceeds SOAR to Success program expectations set by Our Friends Place in the community. The SOAR to Success Coordinator reports to the Non-Residential Program Director.

Responsibilities

SOAR to Success Program Implementation

- Coordinate and oversee the implementation and success of one component of the SOAR to Success youth programming in the community.
- Assist in creating formal presentations, informal curriculum, and implementation plans for SOAR to Success events, meetings, and partners.
- Assist with program development to ensure SOAR to Success meets the agency's mission and specific program goals.
- Assist with the implementation and success of the entire SOAR to Success program in the community.
- Ensure the Non-Residential Program Director is fully informed on all aspects of programming.

Community Relationship Development

- Nurture relationships, coordinate and confirm logistics with partner contacts to ensure SOAR to Success program implementation.
- Actively identify and implement new opportunities within the community to enhance and expand the SOAR to Success program.
- Assist in updating the community resource guide semi-annually.
- Assist with other program duties as needed.

Monitoring and Evaluation

- Provide individual case management to participants of the SOAR to Success program as needed.
- Maintain client records and daily activities to ensure compliance with OFP policies and procedures.
- Document SOAR to Success program demographics and outcomes based on data collected at SOAR to Success events.
- Other responsibilities as assigned by the Non-Residential Program Director.



Job Description – SOAR to Success Coordinator

Qualifications

- Bachelor's degree in a related field preferred.
- Direct experience working with adolescents and young women, specifically at-risk youth, is preferred.
- Demonstrated success facilitating educational groups is preferred.
- Experience in case management is preferred.
- Bilingual in English/Spanish is a plus.
- Experience using Microsoft Office Suite and Apricot preferred.
- Certifications: First aid and CPR (certification in these areas is required within the first two months of employment).
- Able to work in a hybrid work environment with 75-100% travel within service areas.
- Ability to work a flexible schedule, including frequently working 2 nights per week and 2-4 Saturdays annually.
- Must have reliable vehicle, vehicle insurance, and a valid driver's license for travel to program sites (mileage reimbursement for job related duties).

Essential Qualities

- Culturally aware, respectful, and appreciative of differences.
- Has a natural affinity for creativity and willingness to "think outside the box".
- Team player and relationship builder.
- Comfortable with public speaking to groups of various sizes.
- Ability to work independently and to be a self-starter

Physical Requirements

Job conditions require walking, driving, sitting, twisting, stooping, crouching, kneeling, talking, or hearing, making visual inspections, making precise hand and finger movements, reaching, or grasping, lifting, or carrying up to 25 lbs., pushing or pulling up to 25 lbs. Ability to safely operate a motor vehicle and drive to and from program sites in the service area.

Professional Expectations

- Remain mission driven in all aspects of agency work.
- Participate in staff training and planning sessions.
- Serve as a philanthropic ambassador within the agency and the community.