



## JOB ANNOUNCEMENT

*Metanoia Community Development Corporation is a movement of people rooted in faith. We invest in neighborhood assets to build leaders, establish quality housing and generate economic development. We are pushing forward into new relationships with God and one another to create strong communities.*

### **Metanoia Youth Leadership Academy – Middle School Coordinator**

#### **Background:**

Metanoia is a holistic community development movement operating in the southern end of North Charleston. We engage in youth leadership development, housing development and economic development. All of our work contains three core values. We are . . .

- **Community Driven:** We believe that neighborhood citizens are the ones that have the greatest power to effect genuine transformation. For this reason our work is *with* community residents and not *to* or *for* them.
- **Asset Based:** In many ways, this is the most innovative thing about Metanoia's approach. Metanoia seeks to discover community assets and lure investment to those assets to increase community capacity for change.
- **Rooted in Faith:** While Metanoia does not require any participant or staff member to align with a particular set of beliefs we do invite individuals to let their faith inform and inspire their work in our community.

More information available at [www.pushingforward.org](http://www.pushingforward.org)

#### **The Metanoia Youth Leadership Academy MYLA:**

The Metanoia Youth Leadership Academy builds leaders of character, excellence and presence. Our leadership pipeline identifies and invests in the assets of each leader from elementary to high school. We partner with parents, schools and the larger community to facilitate rigorous and holistic youth development. We are pushing forward to create life-long learners equipped to contribute and serve as community citizens.

#### **Position Summary:**

The MYLA Middle School Coordinator is responsible for overseeing a part time staff of college-aged students to deliver daily high quality after school and summer programming. The position also maintains open and clear channels of communication with parents of Metanoia's students. Metanoia works with approximately 80 students after school and 100 students during the summer months, with 20 of these being middle school students. During the summer months this position evolves into a site coordination role within Metanoia's Children's Defense Fund Freedom School overseeing the implementation of reading curriculum with 100 students (see full position description on page two of this job announcement).

**Compensation and Benefits:** This position carries with it a starting salary of \$38,000 (negotiable based on experience), medical and retirement benefits are also available along with 3 weeks Paid Time Off in the first year of employment.

#### **Application Process:**

A first round of applications is now open and will remain open until October 1<sup>st</sup> at 5pm. Interested applicants are encouraged to send the following IN ONE PDF ATTACHMENT to the MYLA Dir. of Operations, Stacy Brown at [stacy@pushingforward.org](mailto:stacy@pushingforward.org).

- A resume and cover letter.
- A one page essay describing why you are the best candidate for this position.
- A one page essay describing why you want to serve as Metanoia's Middle School Coordinator.

After an initial review, a qualified field of potential applicants will be selected for interview by an interview panel representing MYLA and Metanoia. Interested applicants are encouraged to address any questions about the position to MYLA Director of Operations, Stacy Brown.

Stacy Brown, Metanoia CDC, 2005 Reynolds Avenue, North Charleston, SC 29405

[stacy@pushingforward.org](mailto:stacy@pushingforward.org)

843-529-3014



## **Metanoia Youth Leadership Academy – Middle School Program Coordinator**

Metanoia is a Faith Based Non-profit organization working alongside the Chicora Cherokee Community in North Charleston South Carolina to make our community a safer, stronger place for residents to live. More information on Metanoia is available at [www.pushingforward.org](http://www.pushingforward.org).

**Position:** Metanoia Youth Leadership Academy – Middle School Program Coordinator

### **General qualifications required:**

1. All staff shall be of good character and demonstrate a strong commitment to Metanoia's core values of being Asset Driven, Community Based and rooted in faith.
2. All staff shall:
  - a. be physically and mentally capable to perform essential functions related to the job.
  - b. have a basic understanding of youth development.
  - c. be adaptive to a variety of situations.
  - d. be willing to grow in their knowledge of youth development.
  - e. Demonstrate willingness and increasing ability to use intentional, applied, and service-learning practices in their own work and in support of volunteers to promote leadership development
3. Metanoia hires without regard to race, sex, sexual orientation, or national origin.

### **Educational qualifications required:**

A Degree from an accredited college or university required as is some experience in working professionally with youth.

### **Duties of the MYLA Middle School Program Coordinator:**

Lead a team of part-time MYLA Instructors to execute on daily after school programming that builds students' capabilities in the leadership qualities of Character, Excellence and Presence. This includes assuring students are making grade level progress in their academics and that positive discipline and intentional teaching are being implemented. Maintains open and clear channels of communication with parents of Metanoia's students.

- Carry out the duties of a CDF Freedom School Site Coordinator during Metanoia's Summer Freedom School. Supervise Servant Leader Interns and working closely with the Freedom School Program Coordinator (MYLA Dir. Of Operations) to effectively execute Metanoia's Freedom School.
- Motivate TEAM EXCELLENCE by ensuring that part-time MYLA Instructors have clarity on their job requirements along with the training and resources to accomplish those requirements. Ensure team members are motivated to carry out Metanoia's mission within their respective areas.
- Maintain positive, open and COLLABORATIVE RELATIONSHIPS with parents, volunteers and school officials. This includes pro-active communication when possible and assuring a strong relationship with key partners that add significant value to the MYLA.
- Work closely with the MYLA Dir. Of Operations and the MYLA team to carry out an exciting and rigorous daily CURRICULUM that builds youth into leaders in a manner that is developmentally-appropriate, research-based and complimentary to what is occurring at the middle and high school levels. Assure that instructors understand the 'why' behind each activity being performed.
- DUE DILLIGENCE: ensure that space is clean and that program materials (library, computers, games, etc.) are being neither neglected nor abused - assure that program is in compliance with relative regulatory and grant funding agencies.
- Work closely with MYLA Director of Operations, local schools and parents to assure that Metanoia is meeting its goals in the RECRUITMENT and RETENTION of 20 students that demonstrate the capacity to be leaders of character, excellence and presence.
- Ensure Metanoia staff is collecting and entering data into outcomes tracking software appropriately and then using reports to drive program improvements.
- Maintain, record, and report all DATA pertaining to the Academy to the following: MYLA, Leadership, Parents, and etc. \*\*Specifically: Grades, Attendance, and Credit.
- Work closely with Director of Operations to maintain all student's files during all events (Parent Orientation, Family Nights, Freedom School sign-up, and etc.
- Work closely with the Director of Operations to disseminate data to across MYLA and Metanoia so that the MYLA outputs are tracked to progress on outcomes.

### **Performance expectations of a staff member:**

The MYLA Middle School Program Coordinator will work closely with the MYLA Leadership (including Elementary and High School Program Coordinators and MYLA Dir. of Operations) to ensure that the priorities established for the Metanoia Youth Leadership Academy are being properly executed. This position reports to the MYLA Director of Operations for direct supervision.