



PTP Coordinator Job Description

Job Title:	PTP Coordinator
Job Category:	Social Services
Primary Location:	Los Angeles 90011
Department:	Workforce Development
Reports To:	Youth and Education Manager
Direct Reports:	No
Seniority Level:	Associate
FLSA Status:	Non-Exempt
Job Type:	Full Time
Travel:	No

POSITION SUMMARY

Under the direction of the Youth and Education Manager, the PTP Coordinator will support a growing Project Tipping Point team to coordinate and deliver comprehensive college persistence and success programming for current and former foster youth facing the greatest barriers to accessing and retaining safe and stable education services. The PTP Coordinator will lead, develop, and oversee PTP program services, workshops, group gatherings, college tours, and collaborative college projects. The PTP Coordinator will partner closely with CRCD's workforce development department, education and employment team members to increase and strengthen support services resources in South LA. The PTP Coordinator will report directly to the Youth and Education Manager to deliver the highest quality of workforce development and education services.

The PTP Coordinator should spend 50% of their time providing day to day program support, activity coordination, college communication, and student engagement. 25% of the PTP Coordinator time will be spent on coordination with the Compton College, Los Angeles Southwest College, and Compton College. 10% of the PTP Coordinator time should be used to provide College Navigators with student follow-up, group workshops, and grant performance. The final 15% of the PTP Coordinator time should be spent on supporting the Youth and Education Manager with program growth, development, strategic planning, data entry, and grant implementation.

ESSENTIAL DUTIES & RESPONSIBILITIES

Responsibilities will include collaborating with the Youth and Education Manager, Associate Director, Director, and other members of the program team to implement and improve our comprehensive education persistence support, supportive services, and student support throughout post-secondary education. Responsibilities include:

1. Develop and implement workplans and support the implementation of policies and procedures to ensure successful program delivery and contract performance.
2. Ensure Project Tipping Point (PTP) meets the performance objectives identified our private and government grants and contracts.
3. Works alongside the PTP staff, Youth and Education Manager, and LACCD to facilitate access to concurrent and postsecondary training and education services; ensuring students receive assistance with financial aid applications, college and financial aid options, including college entrance exams registration (ACT, FASFA), etc.
4. Meet with program students regularly to update on progress, troubleshoot challenges, identify resources & navigate systems (child welfare, financial aid, etc.), & provide crisis/emergency management as needed
5. Provide A-Z college readiness and life skills workshops to students during the Bridge phase of the program to prepare them to successfully transition into credit bearing courses
6. Develop & facilitate monthly peer support groups & training workshops
7. Link students to opportunities to demonstrate leadership skills through civic engagement & mentoring other youth, & provide ongoing coaching
8. Input timely & accurate data into our data system – Efforts to Outcomes
9. Facilitate tours of various career pathway departments at LATTC to expose students to potential pathways in high-growth industry sectors
10. Support and coordinate strategic priorities and goals established in CRCD's 5-year strategic plan.
11. Work closely with CRCD's Learning & Evaluation Team to monitor data integrity, track progress towards performance targets, and analyze data to inform program design and delivery.
12. Ensure data entry and maintenance of program-required data systems are complete, timely, and accurate.
13. Define, document, implement, and track program-specific policies, procedures, standards, and metrics across foster youth serving programs.
14. Develop and plan strategically for future programmatic and service needs and community partnerships.
15. Uphold CRCD's Mission/Vision and 5 Year Strategic Plan.

MINIMUM QUALIFICATIONS

1. Bachelor's degree required.
2. 2 years of work experience in education, youth services, human services, or related field. 5+ years of work experience, manager level experience, and

education or workforce experience can be used to substitute the education requirement. An extensive reference check will be required in this scenario.

3. Experience working with foster youth.
4. Familiarity with DCFS, DPSS, financial aid, housing resources is a plus
5. Able to learn quickly and work effectively with a wide range of communities and with minimal supervision.
6. Reliable, flexible team player who works well with minimal supervision, who has a good work ethic, and an ability to set and maintain personal boundaries.
7. Demonstrated ability to work on multiple projects simultaneously and to meet deadlines.
8. A high degree of personal and professional integrity: a strong role model for youth
9. Experience developing one-on-one relationships with youth of different backgrounds and abilities
10. Comfortable in a fast-paced, changing environment
11. Excellent interpersonal, listening, written and verbal communication skills
12. Exceptional attention to detail
13. An ability to network and build alliances
14. Willingness to travel to schools, business, and partner organizations South Los Angeles and the LA region.
15. Reliable transportation: valid driver's license, and car insurance as required by law, as appropriate.
16. Must display professional and appropriate email etiquette
17. Must display the ability to facilitate small and large groups
18. Knowledge and experience of Microsoft Office (Excel, Word, Power Point)
19. Proficient in reading and writing
20. Bilingual in English/Spanish preferred
21. Ability to work on weekends.

WORK ENVIRONMENT

1. On occasion walk or drive to different local sites throughout the day
2. Regularly required to sit, stand, bend, and occasionally lift or carry up to 35 lbs.
3. Combination of field and office environment
4. May necessitate working in busy and loud environments
5. May be exposed to elements like cold, heat, dust, noise, and odor
6. May participate in training and staff development that requires local and out of state travel
7. Work regularly in a community that is exposed to gang activity, substance use, homelessness, and high unemployment rates.

8. Must be available on call for emergency crisis situations with the ability to respond after work hours as needed for emergencies.
9. This is not a work-from-home position

RESPONSIBILITIES COMMON TO ALL AGENCY EMPLOYEES

1. Encompass a “do whatever it takes approach” to serving our community
2. Always maintain a safe work environment and confidentiality.
3. Be proactive, creative, and flexible in determining, evaluating, researching, and resolving issues.
4. Organize and prioritize multiple activities to meet all external and internal deadlines.
5. Maintain professional demeanor that reflects positively on the agency.
6. Demonstrate respect and courtesy toward others.
7. Able to thrive in a work environment emphasizing teamwork and collaboration.
8. Respond in a timely manner in all aspects of communication.
9. Regular and prompt attendance in the office is required
10. Work with limited to minimum supervision.
11. *Perform other duties as assigned by your supervisor and or executive team.*

BENEFITS

- Dental, Vision, Medical Benefits: CRCD is in the top 10% for excellent employee benefits for non-profit organizations. CRCD offers 80% employee paid and 60% dependent paid medical
- 401K eligibility to participate from day one and up to 3% matching after one year
- Flexible Spending Account (FSA)
- Short-Term & Long-Term Disability, Accident, and Hospital Indemnity
- Whole Life Insurance, College Funding Plans/529 Savings Plan from Principal
- Pet insurance, Legal/ID Theft
- Generous work/life balance
- 13 Paid Holidays

CRCD is a mandatory vaccination employer for COVID-19 and its variants. COVID-19 vaccination is mandatory for employment. As such, all CRCD employees must be fully vaccinated against COVID-19, including new hires. All new hires must provide proof of vaccination on or before their start date; alternatively, new hires may request a medical or religious exemption on or before their start date. If a new hire requires a medical or religious exemption, CRCD will engage in the interactive process with the new hire; a new hire cannot begin working for CRCD until the medical or religious exemption application has been approved. Similarly, if a new hire is not yet vaccinated, CRCD will delay the start date until the new hire can provide proof of vaccination or approval of a medical or religious exemption application.

All candidates are subject to a criminal history check and meet CRCD’s criteria regarding criminal history and must pass background check conducted by LA County. CRCD is an Equal Opportunity Employer is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national



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origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. Please direct requests for Reasonable Accommodations to the interview scheduler at the time the interview is being scheduled. You may direct any additional questions regarding Reasonable Accommodations or Equal Employment Opportunity for this position(s) to the EEO/ADA Coordinator. EEO /ADA Coordinator contact: Stacey Cabling (213) 743-6193.

ACKNOWLEDGEMENT

Employee Incumbent Name

Employee Signature

Date

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