



CHANGING LIVES &
Building Neighborhoods Responsibly

PROJECT TIPPING POINT COORDINATOR

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 CRCDD'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:

- Develop and implement workplans and support the implementation of policies and procedures to ensure successful program delivery and contract performance.
- Ensure Project Tipping Point (PTP) meets the performance objectives identified our private and government grants and contracts.
- 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.
- 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
- 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

CONTINUED

PROJECT TIPPING POINT COORDINATOR - CONTINUED

ESSENTIAL DUTIES & RESPONSIBILITIES - CONTINUED

- Develop & facilitate monthly peer support groups & training workshops
- Link students to opportunities to demonstrate leadership skills through civic engagement & mentoring other youth, & provide ongoing coaching
- Input timely & accurate data into our data system - Efforts to Outcomes
- Facilitate tours of various career pathway departments at LATTC to expose students to potential pathways in high-growth industry sectors
- Support and coordinate strategic priorities and goals established in CRCD's 5-year strategic plan.
- 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.
- Ensure data entry and maintenance of program-required data systems are complete, timely, and accurate.
- Define, document, implement, and track program-specific policies, procedures, standards, and metrics across foster youth serving programs.
- Develop and plan strategically for future programmatic and service needs and community partnerships.
- Uphold CRCD's Mission/Vision and 5 Year Strategic Plan.

MINIMUM QUALIFICATIONS

- **Bachelor's degree required.**
- **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.**
- **Experience working with foster youth.**
- **Familiarity with DCFS, DPSS, financial aid, housing resources is a plus**
- **Able to learn quickly and work effectively with a wide range of communities and with minimal supervision.**
- **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.**
- **Demonstrated ability to work on multiple projects simultaneously and to meet deadlines.**
- **A high degree of personal and professional integrity: a strong role model for youth.**
- **Experience developing one-on-one relationships with youth of different backgrounds and abilities**



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PROJECT TIPPING POINT COORDINATOR - CONTINUED

MINIMUM QUALIFICATIONS - CONTINUED

- **Experience developing one-on-one relationships with youth of different backgrounds and abilities**
- **Comfortable in a fast-paced, changing environment**
- **Excellent interpersonal, listening, written and verbal communication skills**
- **Exceptional attention to detail**
- **An ability to network and build alliances**
- **Willingness to travel to schools, business, and partner organizations South Los Angeles and the LA region.**
- **Reliable transportation: valid driver's license, and car insurance as required by law, as appropriate.**
- **Must display professional and appropriate email etiquette**
- **Must display the ability to facilitate small and large groups**
- **Knowledge and experience of Microsoft Office (Excel, Word, Power Point)**
- **Proficient in reading and writing**
- **Bilingual in English/Spanish preferred**
- **Ability to work on weekends.**