



Project Coordinator

Project: MoCo Reconnect Reengagement/Drop-In Center

Department: Youth Engagement & Opportunity

Reports to: Program Manager, Youth Engagement & Opportunity

Full-Time, Exempt

Supervisory Role: No

WORK SCHEDULE: Typical work hours are 37.5 hours per week, Monday through Friday, but alternative schedules may be assigned as required by the program.

POSITION SUMMARY: As a part of the Youth Engagement & Opportunity department, this position will primarily be responsible for coordinating the co-located partner-led services and assisting with the ongoing design and implementation of the Montgomery County Reengagement and Homeless Youth Drop-in Center (**MoCo Reconnect**), as part of the reengagement efforts of disconnected and unaccompanied homeless young people. The Center is a collaborative of programs providing education, training, and employment services to young people ages 16-24 years old. In Montgomery County, over 8,000 young people are neither in school and/or are disconnected from employment. These young people need support to identify the right programs and services for them and assistance learning about and getting enrolled in these programs. The Reengagement/Drop-In Center Program Coordinator will support the efforts of a collaborative team of local partners to identify young people disconnected from school/work and help them gain access to services/programming that best meets their needs.

In addition to serving disconnected youth, the Center will also serve as an entry point to the Montgomery County Housing Continuum of Care. Youth experiencing homelessness will be provided low barrier access to showers, laundry, and other basic necessities. MoCo Reconnect staff will work with youth to resolve their housing crisis through assessment and connection to housing support.

PRIMARY JOB DUTIES INCLUDE: Under the direction of the Program Manager, Youth Engagement and Opportunity

Project Service Delivery Coordination

- Provide support to and ensure services in Youth Engagement and Opportunity programs are being delivered that are trauma-informed and align with equity and Positive Youth Development principles and practices.

- Assist in developing and implementing an accountability system for Reengagement/Drop-In program partners and efforts around the reengagement of disconnected youth and unaccompanied homeless youth. Ensure that the Center meets critical goals and addressing barriers to success, including strategies related to outreach and partner relationships with community-based organizations and key agencies (e.g., youth-serving non-profits, law enforcement, probation officers, Housing Authorities, faith-based agencies, etc.).
- Oversight of MoCo Reconnect daily schedules, coverage, and services provided. Daily interaction with partner agency staff and population of youth engaging with services at the Center.
- Collaborate with partners to identify and maintain an up-to-date inventory of education and employment programs and youth-specific housing programs in Montgomery County, including basic eligibility/requirements and services using *InfoMontgomery*.

MoCo Reconnect Facility Oversight

- Ensure MoCo Reconnect space, including all partner spaces and common areas, is well-maintained and clean.
- Embrace and promote a collaborative environment within the Center.
- Work with Program Manager to ensure compliance with MoCo Reconnect policies and procedures for all on-site program partners (staff & volunteers) and center visitors (including youth and others).

Youth Action Board Facilitation

- Support the Youth Action Board for MoCo Reconnect, which consists of young people who have lived experience with the issues facing MoCo Reconnect youth program participants.
- Recruit for and engage youth ages 16-24 in the Youth Action Board (YAB), supporting them as they work towards their identified goals.
- Convene YAB to garner youth perspective and feedback to improve and refine delivery and evaluation of activities, policies, and procedures.
- Gather input on social media content from YAB representatives

Other duties as assigned that support youth reengaging in educational and employment services and youth who are unstably housed.

Worksite location primarily at 11319 Elkin Street, Wheaton, with occasional meetings at Collaboration Council Office or other sites.

QUALIFICATIONS:

1. Bachelors in social work, education, or related field preferred.
2. At least three years' experience in related employment. Demonstrated experience working with disconnected youth, housing and homelessness issues, youth outreach, and engagement preferred.

3. Demonstrated experience with education and employment programs for youth/young adults very helpful.
4. Demonstrated ability to be flexible and compassionate in situations involving youth facing multiple challenges.
5. Demonstrated commitment to promoting diversity, equity, inclusion, and fostering a sense of belonging in working with youth and others.
6. Demonstrated strong oral communication/interpersonal skills and experience developing and maintaining effective working relations with a diverse population of youth, youth-serving organizations, other staff, and community-based organizations.
7. Ability to communicate clearly and effectively with youth and partners from diverse cultural and socio-economic backgrounds and demonstrate conflict resolution skills.
8. Highly organized with strong attention to detail.
9. Proficiency in personal computers, with working knowledge of MS Word, Excel, Outlook, and the Internet. Experience with Case Management databases preferred.
10. CPR/AED/ First Aid Certification (or ability to obtain).
11. Ability to pass a background check.
12. Ability to start within two weeks of hire.

Salary range: \$50,000-\$55,000

To apply, please send resume and cover letter to HR@collaborationcouncil.org with the subject line reading: [your last name] - MoCo Reconnect Project Coordinator

Position opened until filled.