



## **POSITION DESCRIPTION**

### **Strength & Stability Youth Program Coordinator Full-Time**

#### **About Inner Strength Education**

Inner Strength Education provides evidence-based trauma-sensitive mindfulness and systems thinking training for high school students. Founded in 2014, Inner Strength has worked with 17,000 students and 1,800 teachers in Philadelphia public high schools. As we know, the youth of today are the stewards of tomorrow, what they learn during these formative years sets habits and a course for their future. The focus of Inner Strength's work is to provide teens with tools to be able to better understand and work with their emotions, their relationships with others, their responsibilities, and their sense of optimism around their future. Giving teens access to whole person wellness tools, strategies, and perspectives helps them realize their higher potentials and participate in life in a meaningful and positive way.

In partnership with the Pennsylvania Commission on Crime and Delinquency, Inner Strength is creating a new department that will work specifically with students and schools in Philadelphia that are most impacted by gun violence. This department will use the existing curriculum and will adapt and enhance the program to better serve students with these specific needs and experiences. This new division will be called **Strength & Stability** or S&S.

#### **S&S Program Coordinator Full-time**

The Strength & Stability Program Coordinator will have oversight of the S&S program and its instructors. This individual will serve as a liaison with host schools and other host organizations setting up and overseeing smooth delivery of all classes for teens. Responsibilities will include setting up programs for teens, scheduling instructors, providing follow up, working on program enhancements to better adapt our curriculum to the teens' needs. The Program Coordinator will oversee the timeline and smooth operations of programs and the relationship with host organizations.

The Program Coordinator will also be responsible for outreach to new schools and youth organizations as well as running community meet-and-greet programs to create community awareness of Inner Strength's restorative tools. Content may include an overview of programs or tools, the science that supports mindfulness and other tools for trauma-remediation and anger or anxiety management.

The Program Coordinator will also provide simple training to Classroom Teachers, Youth Mentors, and Community Leaders in schools and neighborhoods impacted by gun violence so those mentors and adults can lead youth in Inner Strength mindfulness exercises and other self-regulation and mental wellness tools.

The Program Manager will receive 80 hours of paid training in the Inner Strength Teacher Training Levels I and II program.

## **Qualifications:**

### **Proficiency in Curriculum Development**

- Master's degree in education, curriculum development, social work, psychology, or a related field.
- Demonstrated knowledge of education theory, social emotional learning, and best developmental practices for teens ages 13-19.
- Demonstrated ability to develop trauma-informed educational curriculum and outreach programs, utilizing best practices.
- Demonstrated knowledge of mindfulness, wellness, and social-emotional learning best practices.

### **Proficiency in Program Management & Outreach**

- 3-5 Years of Program Management, preferably with youth oriented or school-based programs and services.
- Demonstrated ability to recruit participants for programs.
- Excellent interpersonal and Diversity Equity and Inclusion skills, familiarity with issues and behaviors affecting lower-income youth, and ability to work with a diverse constituent population of students, faculty, staff, and partnering organizations.
- Demonstrated experience meeting performance measures and reporting on progress.

### **Compliance with School District of Philadelphia Protocols**

- Experience or familiarity with processes and procedures of the School District of Philadelphia.
- Valid PA child abuse history clearance, fingerprinting, and PA State Police Criminal Record Check.

- Compliance with School District of Philadelphia COVID protocols to be able to work on-site, directly with program participants.
- Local travel required.
- Knowledge of state grant procedures is desired.

### **Oversight Responsibilities**

- Maintain oversight of all program activities, ensuring high standards of delivery. Oversight includes management of instructor time tracking, invoicing, and reporting.

### **Outreach Responsibilities**

- Development of additional program modules to support students who have been impacted by gun violence including new activities for Inner Strength VIBE mindfulness mobile app, youth slide decks, and other programming.
- Communicate about and promote Inner Strength's restorative programs, including site meetings with key community leaders, conference presentations to promote this work and share with leaders in the field of trauma-informed education, site visits, community events, community group presentations, and other outreach.
- Establish a calendar of regular outreach activities, including community events, workshops, appearances, and other communication opportunities.

### **Training Responsibilities**

- Planning and implementation of training sessions/workshops for teachers utilizing ISE's Explore & Restore Slide Decks.
- Learn to deliver the adult Self-Care workshops and plan improvements to the self-care for educators' training program using knowledge of best practices in adult education.
- Collect and analyze data to measure impact and project benchmarks

This position reports to Inner Strength's Executive Director.

This position is a full-time position. Benefits include medical, dental, vision, paid vacation, matching 403b. Salary commensurate with experience.

To apply for this position, please send your resume and a cover letter that describes what you feel you uniquely would bring to this role to Alyson Showell LaPorta, [alyson@innerstrengtheducation.org](mailto:alyson@innerstrengtheducation.org)