Bresee’s mission is to battle poverty by empowering youth and families in Los Angeles with the skills, resources, and relationships to thrive. We serve a densely populated mostly immigrant Los Angeles neighborhood where youth and their families face multiple systemic and individual barriers to achieving success. Bresee strives to create an exciting, challenging, and rewarding work environment that allows our employees to flourish. We value integrity, community, resilience, life-long learning, and compassion.

SUMMARY: Reporting to the GRYD Director Position, the Monarch Program Coordinator will be responsible for guiding a minimum of 50 high school students through academic achievement, socio-emotional development activities, and emergency services throughout the school year. The position requires a candidate who is bilingual in Spanish (additional Tagalog and/or Korean is a plus). The candidate must be proficient in speaking, writing, and reading in Spanish, and must have experience working with urban youth and families.

ESSENTIAL JOB ACTIVITIES AND RESPONSIBILITIES:

Outreach & Recruitment
- Establish formal MOU partnerships with LAUSD high schools in order to outreach and work on-site
- Develop relationships with recently arriving immigrant students in ELD programs within their classrooms
- Identify and recruit candidates who could benefit from the Monarch Program
- Host parent/guardian orientation to provide overview of Monarch Program and other Bresee services

Mentorship & Youth Development
- Build strong positive relationships with cohort of recently arriving immigrant youth by providing emotional support and mentorship
- Work together with youth to help identify strengths and life goals in order to design a personalized plan of action for the future
- Utilize surveys to assess for needs and vulnerabilities of youth, and develop plan for wraparound services
- Facilitate workshops and activities to foster acculturation and integration into the local community
- Meet with student cohort 3 days a week, to lead or co-facilitate mentorship, social-emotional, enrichment, and/or educational workshops
- Identify meaningful experiences and outings to educate and inspire youth
Partnerships Building & Collaboration

- Establish and/or maintain formal internal and external partnerships to support with the following:
  - Social-emotional workshops
  - English language acquisition workshops
  - Sports and enrichment activities
  - Workforce and college readiness workshops
  - Behavioral health services
  - Immigration legal and social service referrals
  - LAUSD Pupil Service Attendant

Data Tracking & Entry

- Update TraxSoutions database system on a regular basis to track the following for every participating student:
  - Youth and family background and contact information
  - Emergency and health information
  - Enrollment applications
  - Pre/post-surveys
  - Workshop attendance
  - Case notes
- Provide Development and Communications Department with program numbers, progress, and outcomes to support with generating reports

Program Budget Oversight

- Have a clear understanding of available program budget that will support youth needs and activities
- Communicate regularly with supervisor to update and coordinate program expenses
- Submit invoices and receipts for expenses on a timely basis

Training & Professional Development

- Complete Youth Mental Health First Aid training
- Attend and participate in trainings or conferences related, but not limited to:
  - Supporting undocumented youth
    - Social services, education
    - Relevant policies (AB540, AB60, etc.)
  - Basics in immigration policies, immigration remedies, and humanitarian relief and protections which youth may qualify for:
    - SIJS, asylum, U Visa, VAWA, T Visa, TPS, etc.

EDUCATION/EXPERIENCE/QUALIFICATIONS:

- Bachelor's degree in Anthropology, Sociology, Social Work, Psychology, Political Science, or other related fields (preferred)
- Meet weekly with Youth Development Director and update progress and receive support
● Meet bi-weekly with Education & Career Development Department to collaborate on offering workforce development and college readiness activities
● Excellent English verbal and written communication skills
● Outstanding teamwork, interpersonal relationship, and active listening skills
● Regular attendance to team, interdepartmental, and external meetings
● Good organizational and time management skills
● Ability to work independently and as part of a team
● Self-motivated, reliable, and a collaborative problem solver
● Ability to exercise good judgment, discretion, and confidentiality when interacting with clients
● Support for Bresee's procedures and policies
● Must submit to and successfully pass a criminal history background check
● Must have own vehicle to frequently travel off-site and work on-location at high schools during recruitment phase
● Preferable bilingual in Spanish and proficient in speaking, writing, reading, and writing

FLSA STATUS: Non-Exempt. Regular. Full-time., Occasional weekend and evening hours will be necessary.

COMPENSATION: $47,840 - 52,000/annually

WORKING LOCATION: Location is based on a percentage of where work time is spent. 50% in-office, 50% out of office

BENEFITS: Benefits include medical and dental coverage; vacation, holiday, sick pay and DACA renewal fees (if applicable); group life insurance and 401k type pension plan. Bresee provides generous PTO days that include paid holidays, one-week Christmas holidays, vacation, sick pay, paid birthday holidays, and much more. Hours are flexible based on the applicant's education enrollment.

TO APPLY: Submit a cover letter, resume, and writing sample (not to exceed 1 page) to jobs@bresee.org with the Subject Line: Monarch Program Coordinator

DACA, women, BIPOC, LGBTQIA+ people are encouraged to apply.

Bresee is an equal opportunity employer committed to a diverse and inclusive workforce. In addition, the organization will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring.