



Peacebuilders Program Coordinator

COMPASS Youth Collaborative Inc. is a not-for-profit child and youth services organization whose purpose is to raise the expectations of youth, inspire the lives of families and build peace within the community. In partnership with school officials, parents, the community and other organizations, COMPASS endeavors to equip youth with the skills and attitude necessary for success in school and in life.

COMPASS is looking for an energetic and dynamic individual to fill our full-time Program Coordinator's position with the Peacebuilders program. Essential Duties and responsibilities for this position include supervision of staff; data entry and analysis; coordinate scheduling; review curricula; provide data review and analysis; respond and provide crisis management; initiate, establish and maintain positive working relationships with law enforcement officials, Hartford Public Schools, community agencies and local businesses; conduct assessments as needed; provide reports as needed; identify families' needs and provide assistance where appropriate and necessary; conduct needs assessments, focus groups to develop programs, coordinate all sub-contractor activities; post flyers, program calendar, brochures and educational materials; manage all office volunteers; engage, recruit and advocate for youth at risk for violence; follow and ensure staff follow all company policies and procedures; treat all staff, participants and customers in a professional manner.

Reports to: Director, Peacebuilders and Community Relations
Starting Salary Range: \$32,000-39,000.

Minimal Requirements include a Bachelor's degree in Criminal Justice, Human Services, Social Work or related experience; experience working with urban youth; ability to review and deliver program curricula; knowledge of resources within the Hartford community; strong written and oral communication skills; strong organizational skills and proficient computer skills. Evidence of progressive supervisory responsibilities is required. Must be able to use your own safe and maintained vehicle for company business, including valid driver's license, registration and insurance. Bilingual candidates are strongly encouraged to apply. COMPASS is an Affirmative Action/Equal Opportunity Employer.

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