



## ***BLU Educational Foundation***

### **POSITION: Leadership Development Coordinator**

#### **PROGRAM OVERVIEW**

BLU Educational Foundation sees civic engagement as key to our mission of working with the community for educational, economic and social justice. The core work of our Civic Engagement Program is developing engaged and informed underrepresented youth, parents and community leaders that can positively influence policy and practices that create environments for educational opportunity and success.

#### **POSITION SUMMARY**

The **Leadership Development Coordinator** (LDC) will engage, recruit, and train students, parents and adults to increase the power, voice and leadership of Black, Indigenous, Latinx and other underrepresented communities to advance educational and social justice. The LDC will develop, implement and supervise, field organizing and leadership development activities that will work in partnership with BLU Educational Foundation's civic engagement activities throughout the Inland Empire and in local schools, colleges and universities.

#### **RESPONSIBILITIES**

- Develop and coordinate Leadership Development Programs
- Identify, recruit and train student, parent, and community leaders
- Conduct outreach through one-on-ones, presentations, and community meetings
- Coordinate, deliver and/or facilitate workshops, presentations, and meetings
- Build/Support alliances with organizations and other partners
- Mobilize community residents around BLU coalition work
- Engage student and community-based organizations
- Coordinate canvassing and phone banking when necessary for Leadership programs
- Monitor and track participants attendance & outcomes
- Manage/maintain accurate records
- Administrative tasks, database management, logistics
- Represent BLU at college and community events
- Assist with fundraising and grant writing
- Supervise, manage volunteers, interns, and fellows
- Perform other duties as assigned

#### **QUALIFICATIONS**

- **MUST** enjoy and be willing to effectively engage with the Black, Indigenous, Latinx and other underrepresented/underserved communities
- Passion and commitment for social justice
- Understanding of urban educational and social issues
- High level of proficiency in computer programs, software and social media (Microsoft Office programs, Graphics/Layout programs, proficient use of Internet for research)
- Excellent written, analytical, and oral communication skills
- Ability to communicate and work cooperatively with staff, community partners, organization's constituents, organizational allies and elected officials
- Must carry self in a professional and ethical manner and maintain strict confidentiality
- Ability to carry out presentations before groups
- Reliable and timely in carrying out job duties
- Ability to work collaboratively in a team
- Strong organization skills and the ability to meet deadlines



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### **QUALIFICATIONS (cont.)**

- Must be energetic, self-starter, and be able to multitask and work independently in an effective manner under pressure
- Flexibility, sense of humor, ability to adapt easily to shifting priorities and deadlines.
- Dependability and punctuality are a must!

### **REQUIREMENTS**

**Education:** Bachelor's Degree from a regionally accredited college or university

**Experience:** Must have demonstrated work experience, confidence and success in working with youth and young adults, families and communities of color.

AND

Three (3) years of experience in leadership development, student/parent/community organizing, or voter and community engagement

AND

A minimum of two (2) years of experience in staff supervision/management and leading employees to reach performance goals.

Candidates must pass the TB test, criminal background check, have personal transportation available for job related travel, valid CA Driver's License and automobile insurance.

### **SALARY AND BENEFITS**

This is a full-time position with an annual salary range of \$62,400-\$74,880 commensurate with experience. Benefits include medical, dental, vision, sick and vacation time, and 13 paid holidays a year.

### **WORK SCHEDULE**

35-40 hours per week during the school year. 30-40 hours per week during summer months. Must be available Monday-Friday from 8am-8pm. Regular schedule will include some evenings, weekends and travel. Hours may vary depending on the needs of the organization.

**APPLICATION PROCESS:** This position will be available immediately. Application materials are now being accepted. Review of resumes will begin immediately and continue until the position is filled. The position may close when an adequate number of qualified applications are received.

**How to Apply:** Interested and QUALIFIED candidates should email the following:

1. Cover Letter - Include 1) qualifications, experience and desire to work with Black, Indigenous, Latinx and underserved youth/communities; and 2) future career/educational goals
2. Current Resume
3. Professional References (3) - Include Name, Title & Company, phone number

Please send cover letter, resume and references to: **info@bluedfoundation.org**

**For information, please visit [www.bluedfoundation.org](http://www.bluedfoundation.org)**