

Posting Date: 02/28/19 – UNTIL FILLED

**JOVEN, INC.**  
**POSITION ANNOUNCEMENT**

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**TITLE:** Project Coordinator/Leaders of America  
**CONTRACT:** Department Human Services  
**REPORTS TO:** Program Director

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***SUMMARY***

Responsible for the oversight, supervision and guidance of all services required for the Leaders of America Program according to contract terms. The Leaders of America is a summer youth employment program for teens ages 14-17, that attend Edgewood ISD, Harlandale ISD, Northside ISD, South San ISD, Southside ISD, and Southwest ISD.

***DUTIES AND RESPONSABILITIES***

Responsible for oversight and guidance of grant and ensure quality assurance is met according to guidelines. Manages and tracks budget for the program and executes all orders for supplies, equipment and materials needed for the program. Monitors activities, reports outcomes and program data, and makes suggestions for future grant submissions. Coordinates and assures that all Memoranda of Understanding are signed and in place before scheduling work sites for youth employment.

***SUPERVISION***

Supervises and evaluates three Career Coaches. Provides direction and effectively supervises staff performance. Completes employee evaluations as required and verifies/signs employee time sheets. Holds weekly project team meetings. Interviews and selects candidates for employment. Represents the department at all meetings.

***EDUCATION***

Bachelor's degree in a social service related field or 30 plus college hours.

***EXPERIENCE***

- Supervisory experience.
- Excellent organizational skills with the ability to maintain composure and handle pressure.
- Strong communication skills—verbal and written.
- Experience in a community-based, youth oriented organization preferred.
- Proficient with Microsoft Word, Excel and Outlook.
- Bilingual (Spanish) preferred.

***COMPENSATION***

\$13.00 per hour/no benefits

Temporary/Full-time position (40 hours/week)

**Starting Date: May 20, 2019**

**Ending Date: August 2, 2019**

**Respond by emailing a resume to:**

**EMAIL: [JOBS@JOVENATX.ORG](mailto:JOBS@JOVENATX.ORG)**

**PHONE: 210-924-0330**

*Equal Opportunity Employer*