JOB DESCRIPTION

JOB TITLE: Academy Engagement Coordinator

SUPERVISED BY: Director of Academy Engagement

First Star works to uplift communities and creates change by building strong pathways for high-school age foster youth to post-secondary education and successful adult lives.

SUMMARY OF DUTIES:

First Star is seeking a mission-driven professional to support the development of the First Star Academy infrastructure. Specifically, implementing programs, and strategies to improve various systemic functions that focus on the sustainability of our existing Academies. This professional is extremely organized and detail-oriented, with a keen eye for developing efficient systems. A successful candidate thrives in a fast-paced work environment, working in collaboration with the Director of Academy Engagement and Academy staff throughout the First Star network. Internal systems for calendar, project, and deadline management are pivotal to the role; strong writing and communication skills are essential for external facing materials and information. The program coordinator’s primary responsibilities include supporting the Director of Academy Engagement and the implementation of programs to ensure our continued development, viability and growth of our existing First Star Academies.

Primary Responsibilities:

Support for the Director of Academy Engagement
❖ Performs routine administrative duties as needed, including scheduling and travel appointments, planning and preparing materials for meetings and special events.
❖ Draft internal and external communications as needed.

Development of the First Star Academy Infrastructure
❖ Assists in the project planning and execution of development projects and Academy events, in conjunction with the First Star network.
❖ Support goal attainment by prioritizing activities, monitoring progress, and ensuring deadlines are met, reports filed and other benchmarks of projects are fulfilled.
❖ Prepare and/or contribute to the preparation of reports, proposals, briefings, presentations, and drafts of correspondence on Academy development and plans, as appropriate.
❖ During projects, maintain consistent communication and provide updates either verbally or in writing to project stakeholders to sustain relationships. Stakeholder communication can include but is not limited to First Star National leadership, Academy staff, university
personnel, and other child welfare stakeholders pertaining to the specific project in addition to the needs of existing Academies.

**Other**
- Research and understand foster youth current events and foster care landscape. to inform work duties, as needed.
- Recognize and act on challenges so to be solutions-oriented.
- Perform other duties as assigned.

**Qualifications:**
- Bachelor’s degree. Experience working with at-risk populations is highly desired.
- Excellent project management and organizational skills.
- Remain professional at all times with exceptional work ethic.
- Strong written and verbal communication skills, strong Google Suite skills (Docs, Sheets, Slides, Calendar, Forms) and Microsoft Suite skills (Word, Excel, Outlook, and PowerPoint).
- Excellent organization and detail focused. Demonstrating success in program development, managing multiple on-going projects.
- Ability to work independently or collaboratively, as needed.
- Ability to work under ambitious timelines in a fast-paced, entrepreneurial environment.

**Compensation:** Non exempt position.
- Starting Annual compensation of $42,500 DOE based on a 40-hour work week.
- Employer supported health insurance and generous PTO.

**Appointment Type:**

At-Will

To apply, please submit a cover letter and resume to Robin Winston, Chief Operating Officer of First Star, at robin.winston@firststar.org. First Star is an equal opportunity employer.

First Star is located in Los Angeles, CA. For more information, please see [www.firststar.org](http://www.firststar.org).