



Upward Roots was founded to empower young people to be leaders and changemakers through youth-led, youth-driven community service. We believe that all young people have the capacity and deserve the opportunity to create positive change in their communities.

We focus our programs on 4th-8th graders and partner with Title 1 public elementary and middle schools across Oakland, as well as three afterschool agencies, to empower nearly 400 changemakers annually. Visit www.upwardroots.org to learn more.

About the Position

Upward Roots is seeking a thoughtful, humble, curious, passionate leader for the position of Program Coordinator. As a grassroots nonprofit in Oakland, this is a unique opportunity to impact our organizational and programmatic growth.

This position is a collaborative one, working with the Executive Director in all aspects of programmatic and business operations. We are a small team with a big vision. We share responsibilities from the mundane to the inspiring. Our successes, challenges, and failures are mutual. We strive to continuously improve in all aspects of our work and you will have the opportunity to make an immediate and lasting impact.

In this position, the coordinator will support Upward Roots in:

- Cultivating and enhancing program quality through design and implementation of training, coaching, and support of program site leaders, as well as attentive monitoring and evaluation of programs;
- Creatively designing, developing, and implementing current and new program offerings in line with our mission, vision, and values;
- Securing, nurturing, and expanding partnerships with public schools and afterschool agencies in Oakland;
- Developing and encouraging deep relationships with program site leaders, principals, and afterschool teams at each partner site;
- Coordinating community service events, all school service days, and lending a hand in other public outreach and fundraising activities;
- Elevating and managing UR's storytelling on social media, in grant reports, and through other outreach tools; and,
- So much more!

Other necessary details

Ideal Start date: July 29, 2019

Salary: depends on experience

Location: Oakland, CA

Schedule: This is a part-time, hourly position with an intended minimum of 15 hours per week and an intended maximum of 25 hours per week.



empower one, inspire many

While much of the daily schedule is dependent on Upward Roots program start and end times at different school sites, a minimum of two hours each program day (M-F) will be spent on-site at programs coaching site leaders and supporting implementation. In addition, at least 5 hours per week will be spent on program communication, administration, service project partnerships, program events, and other related functions or duties, as assigned.

The envisioned schedule is Monday-Friday 1:30-5:30 pm. Occasional evening and weekend work will arise as part of this position.

This role does require regular travel around Oakland and occasionally throughout the Bay Area.

This could be the job for you if you have experience working with children and youth and are:

- Knowledgeable about Oakland, public education, afterschool, teachers, and students.
- Capable at communicating (speaking, writing, listening) and working with diverse populations.
- Relational. Much of this position centers on relationship-building.
- Adept at curriculum design and training of adults with a range of experience in education/youth development.
- Excited about our mission.
- Experienced in education and youth development theories and practice.
- A seasoned trainer of adults
- A project manager at heart.
- Open-minded.
- Ready to support all aspects of our work.
- A master juggler of multiple, often competing priorities.
- Willing to take on any task.
- Bilingual (English/Spanish) a plus.
- Experienced in MS Office Suite, Canva, and social media influencing.

If you're interested in joining Team UR, email careers@upwardroots.org with the following:

- A personal statement explaining *what excites you about this position and how your past experience has prepared you to make an immediate impact in this role?* Please limit your response to one-page in total;
- A resume with relevant professional experience; and,
- In your email to careers@upwardroots.org, confirm your consistent availability during the intended schedule.

Please make your personal statement and resume a single word or PDF file with a title like the following:
Last Name _First Name_PC Vacancy. Due to the volume of applications, we can only contact those individuals who are invited for further consideration. No phone calls please.

Upward Roots is committed to providing equal employment opportunities to all qualified individuals and does not discriminate on the basis of race, color, ethnicity, religion, sex, gender, gender identity and expression, sexual orientation, national origin, disability, age, marital status, veteran status, pregnancy, parental status, genetic information or characteristics (or those of a family member) or any other basis prohibited by applicable law.