



Job Title:	Youth Prosperity Grant Coordinator	Job Category:	Non-Exempt
Location:	Edmundite Missions Office – Selma, AL	Travel Required:	Yes
Wages:	\$18 - \$20/hour	Position Type:	Full-time
<p>JOB SUMMARY: Under the general supervision of the Division Director of Community Resilience and Opportunity Programs, the Youth Prosperity Grant Coordinator is responsible for supporting the implementation and compliance of the Youth Prosperity Grant.</p> <p>Through our newly launched YPP an innovative initiative focused on preparing young people ages 14–25 for long-term success in education and employment—we are committed to helping youth overcome barriers through comprehensive support, real-world experiences, and meaningful mentorship.</p> <p>This position ensures the success of the Youth Prosperity Grant by managing: program coordination, monitoring grant data and outcomes, compiling data for grant reporting, fostering relationships with families, students and teachers; arranging travel, and event planning; assisting with budget and compliance; and leading outreach and marketing efforts across all Youth Prosperity programming. The Coordinator will work closely with program managers and staff across the Sisters Network, Academy, Workforce Development, and the Institute to ensure smooth operations and effective reporting.</p>			

ROLES AND RESPONSIBILITIES:

Program Coordination & Travel Logistics

- Coordinate travel, itineraries, and logistics for conferences, trainings, experiential learning, and college visits
- Organize field trip permissions, initial enrollment records, and other required documentation as needed across various YYP programs
- Provide support for parent communications
- Foster positive relationships between families, students, teachers, staff and clients

Data & Grant Administration

- Monitor data entry from multiple departments to ensure integrity and timely reporting
- Track key grant outcomes and prepare data for reporting
- Support managers in monitoring the Youth Prosperity budget to ensure appropriate spending
- Collaborate with Mission Advancement to ensure matching funds and compliance requirements are met
- Grant management- monitor and compile data for grant reporting



Outreach & Marketing

- Lead outreach and marketing for Youth Prosperity programming
- Maintain updated promotional and informational materials for distribution

Administrative Support

- Schedule meetings, trainings, and special events
- Maintain organized filing systems (digital and physical) for program documentation
- Track program supplies and assist with general office logistics
- Provide administrative support to the Division Director and program managers as needed
- Perform standard clerical work including correspondence, copying, and filing
- Complete other duties as assigned and determined by the Division Director of Community Resilience and Opportunity Programs and/ or the President and CEO

KEY CANDIDATE CHARACTERISTICS

- Unassailable personal integrity and moral reputation
- Appreciation and respect for the Catholic Church and its teachings
- Understanding of and commitment to the concepts of “ministry” to the disadvantaged
- Team-oriented philosophy of work and management

REQUIREMENTS

- Associates Degree required in related field, Bachelor’s degree preferred
- Ability to communicate effectively with a diverse audience
- Proficiency in Microsoft Word and Excel; database experience preferred
- Willingness to learn Canva and other organizational database systems Apricot
- Strong organizational skills with attention to detail and accuracy
- Excellent verbal and written communication skills
- Valid driver’s license; must be comfortable driving fleet vehicles
- Ability to lift 40 lbs and reside within 30 minutes of Selma, AL
- Experience in program coordination, event planning, outreach, or grant administration preferred

WORK ENVIRONMENT & PHYSICAL DEMANDS

- General office environment with some travel to program and event sites
- Occasional evening or weekend hours may be required for events or travel
- Requires sitting and standing for extended periods and lifting up to 40 lbs