

# Lincoln Hills Cares

## E-STEM FWD Youth Development Coordinator

### Position Summary

The **E-STEM FWD Youth Development Coordinator** reports to the E-STEM FWD Program Manager and is responsible for coordinating and supporting Lincoln Hills Cares' youth pathway and E-STEM FWD programs. This role is a key member of the program team and helps plan, implement, and manage youth employment, internship, and leadership development opportunities.

The coordinator works closely with youth, staff, and community partners to ensure high-quality programming that supports environmental education, outdoor leadership, and career pathway development while advancing the mission of Lincoln Hills Cares.

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## Key Responsibilities

### Program Leadership & Coordination

- Coordinate the implementation of the **E-STEM FWD Youth Program**, including internships, summer youth employment, partnerships, daily program operations, and program evaluation.
- Support the E-STEM FWD Program Manager in coordinating program projects and youth workforce assignments.
- Collaborate with other Lincoln Hills Cares program managers to align cross-program activities and youth engagement opportunities.

### Youth Workforce Development

- Recruit, hire, supervise, and mentor seasonal youth employees and program staff.
- Provide direct supervision, coaching, and leadership development for youth participants.

- Ensure youth employees are engaged in meaningful work experiences that build skills in environmental stewardship, leadership, and career readiness.

## **Program Administration & Financial Management**

- Monitor the youth program budget and ensure responsible and accurate use of grant and contract funding.
- Support grant administration by tracking expenditures, documenting program outcomes, and assisting with financial and program reporting requirements.
- Assist with identifying funding opportunities and contribute to grant proposal development in collaboration with the Development Director.

## **Partnerships & Community Engagement**

- Build and maintain partnerships with schools, community organizations, and external partners to support youth program opportunities and funding sustainability.
- Represent Lincoln Hills Cares at community meetings, partner collaborations, and youth development events.

## **Program Evaluation & Continuous Improvement**

- Oversee youth program evaluation including surveys, data collection, and reporting to measure program impact.
- Use program feedback and data to support continuous improvement of youth programming.

## **Youth Safety & Risk Management**

- Ensure the safety and well-being of youth participants during work assignments, outdoor activities, transportation, and program events.
- Follow and uphold Lincoln Hills Cares' safety and risk management policies.

## **Additional Responsibilities**

- Perform other duties as assigned to support program success and organizational needs.
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# Responsibilities as a Member of the Lincoln Hills Cares Team

- Support Lincoln Hills Cares fundraising events and community engagement activities.
  - Participate in volunteer days and organizational initiatives when needed.
  - Collaborate respectfully and productively with colleagues to support Lincoln Hills Cares' mission and contribute to a positive team culture.
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## Qualifications & Experience

- Bachelor's degree or relevant experience in environmental education, youth development, outdoor education, or a related field.
  - Passion for the mission of Lincoln Hills Cares and a commitment to youth development.
  - Minimum **three years of experience** working in youth development, nonprofit programs, or related fields.
  - Demonstrated leadership experience supervising or mentoring youth or program staff.
  - Strong organizational skills with the ability to manage multiple projects, budgets, timelines, and evaluation data.
  - Ability to work independently while also collaborating effectively with team members and partners.
  - Experience engaging youth from diverse backgrounds, including youth from low-income and urban communities.
  - Understanding of racial equity and a commitment to ongoing learning and growth related to equity and inclusion.
  - Candidates with lived experience similar to the youth served by Lincoln Hills Cares are strongly encouraged to apply.
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## Other Requirements

- Position includes both **office and field work**. Field work may include walking in natural areas and parks, working in outdoor environments, lifting equipment, and performing physically demanding tasks.
  - Ability to travel to meetings, program sites, and partner locations.
  - Successful completion of a **background check** prior to employment and periodically thereafter.
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# Salary & Benefits

This is a **temporary grant-funded salaried position**.

**Salary Range:**

\$27,000.00

**Term:** April – September

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## To Apply

Please submit a **one- to two-page cover letter and resume** to:

✉ [chris@lhcares.org](mailto:chris@lhcares.org)

In your cover letter, please describe:

- Why you are interested in this position
- Your experience working with middle school and high school youth and what you learned from them
- Your experience managing budgets and grant-funded programs

Applications will be reviewed on a **rolling basis**.