

## RE-ENGAGEMENT CENTER COORDINATOR

Isles seeks a highly motivated individual to lead the start-up and operation of the newly established Trenton Re-Engagement Center. The mission of this Center is to re-engage youth who have dropped out of school or are at risk of dropping out. The Coordinator will work with youth to ensure they complete their education and/or identify appropriate vocational opportunities. The Coordinator will empower and enable young adults who have left school to earn their diploma, high school equivalency, GED, or vocational certification. The successful candidate will have the opportunity to design and implement the operations and processes of the Re-engagement Center in collaboration with Isles staff, Trenton Public Schools staff, and engaged stakeholders.

The primary functions of the Re-engagement Center are to: identify and connect with youth to re-engage them with high school completion and vocational opportunities; develop individualized plans to meet their needs, overcome their obstacles to education/vocation, and achieve their goals; and connect youth with resources to complete their individualized plans.

### Roles and Responsibilities

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- Outreach and engagement: identify and contact disengaged youth via phone, text, social media, and visits to provide re-engagement center services
- Case management: conduct assessments to identify youths' goals and needs, and develop individualized plans designed to meet the youths' goals
- Referrals and "warm handoffs:" directly and personally connect youth with appropriate educational and social service agencies
- Community relationships and partnerships: develop and sustain relationships with partner organizations to ensure comprehensive services for participating youth
- Center management: maintain up-to-date inventory of youth-related resources, information, services and eligibility to provide to youth and guardians; maintain a virtual/online re-engagement center website as well as physical resources
- Administration and reporting: maintain appropriate records and assist in the development of processes and procedures, including intakes and recordkeeping

### Qualifications for Position

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- Bachelor's degree in social work, sociology, education, or related field
- 3+ years of experience in related work, specifically outreach/engagement
- Familiarity with public school systems and alternative educational settings
- Familiarity with local and regional social services and programs available to youth
- Successful record of motivating and providing guidance to opportunity youth
- History of working collaboratively and coordinating with other organizations and entities to achieve a shared goal
- Experienced in case management with opportunity youth, including assessment and plan development
- Ability to wear many different hats to meet changing conditions and needs
- Excellent organizational skills and attention to detail
- Ability to work independently and collegially in a fast-paced, goal-oriented environment
- Strong leadership, communication, and interpersonal skills
- Commitment to racial equity
- Cultural competency and cultural humility
- Comfort using technology, including Microsoft Office applications
- Spanish language proficiency
- Ability to maintain fingerprint clearance throughout the duration of employment

This position is full-time, exempt, 40 hours per week, 52 weeks per year. Starting salary range is \$57,000-64,000 with a generous benefits package.

**Applicants should send cover letter, resume and writing sample to [hr@isles.org](mailto:hr@isles.org). Your cover letter and resume should communicate your interest in and understanding of this position, your relevant experience for this position, and how your experience and skills meet the qualifications and expectations of this position.**