



JOB DESCRIPTION

Job Title: Impact Coordinator (Community Based)

Employment Status: Temporary, Part-Time (Independent Contractor)

Reports To: Chief Impact Coordinator

Direct Reports: N/A

POSITION SUMMARY:

As an Impact Coordinator **YOU GET TO** transform the lives of Boys and Young Men Of Color by ensuring the cohort you supervise is a safe, fun, and clean environment where each member can be equipped, empowered and encouraged during our programming and special events. He is also responsible to ensure that members are positively progressing through their personal development plan and are on track to enlist, enroll, employ, or become an entrepreneur, post graduation.

QUALIFICATIONS/EXPERIENCE:

- 2-3 years of experience in working with young men from an urban setting.
- 1-2 years of leadership experience is preferred but not required.
- Ability to be innovative and creative in developing programs and activities for members.
- Ability to work with limited supervision.
- Ability to be innovative in way of thinking and planning.
- Willingness to continue to learn, grow and evolve.
- Familiar with GSuite, Microsoft Office, and Chronus softwares.
- Honest, Trustworthy and Dependable with a high level of integrity.
- Passionate about seeing the lives of Boys and Young Men Of Color transformed.
- Willingness to adapt to the culture of Forever Kings Inc.
- Willingness to work as a part of a team.
- Willingness to embrace and infuse FK's core values "**A JUBILEE**"
(Authenticity, Joy, Unity, Balance, Integrity, Love, Excellence, Equity, Excellence)

JOB RESPONSIBILITIES: *(Includes but isn't limited to)*

- Support the Impact Coordinator regarding vision, changes, policy and procedures.
- Ensure that all policies and procedures are being followed and report incidents and accidents to the Chief Compliance Officer.
- Ensure that the cohort is a safe haven for the members.
- Assist Chief Impact Officer in recruiting, training, and retaining mentors for your cohort.
- Create a culture of brotherhood within your cohort with both the members and the mentors.
- Ensure that *Boyz II Kings* sessions are well prepared for and mentors have all the resources and supplies they need.
- Collect data as needed and submit a monthly report to the Chief Administrative Officer.
- Engage with all members and parents within your cohort.
- Provide mentors with "coaching" as needed.
- Ensure that *Boyz II Kings* sessions are relevant, fun, and engaging.
- Organize special speakers (preapproved), trips and activities for your cohort.
- Attend training and workshops on best practices for your age group including those based on education, social emotional learning, and mental health.
- Provide a list of needed supplies and materials to the Chief Impact Officer two weeks in advance.
- Submit a field trip request one month prior to field trips.

- Ensure that Forever Kings Inc. culture is infused in all programs, events and activities.
- Work with parent liaison to engage parents in activities and ways to support.
- Facilitate a monthly one-one session with one member from your cohort.
- Participate in professional development as required.
- Implement trauma informed care methodology into your practices.
- Reports needs and concerns to the Chief Impact Officer.

ORGANIZATIONAL ALIGNMENT:

(As an organizational culture is important to us. As a staff member and representative of the organization it is important that your personal values and beliefs align with those of the organization).

- At Forever Kings Inc. we believe that all young men are **PROMISES** not **RISKS** and we are committed to their success.
- At Forever Kings Inc, we do not refer to our members or any BYMOC as at-risk, disadvantaged or any other negative and demeaning verbiage. We use positive, affirming, and hopeful language to address our members and their needs.
- At Forever Kings Inc. we are FAMILY! We support, encourage, uplift, and stand with our team members no matter what!
- All staff members are expected to embrace, display, and infuse the core values of Forever Kings Inc into their work and leadership at all times.

Forever Kings - Core Values (A JUBILEE)

Authenticity, Joy, Unity, Balance, Integrity, Love, Excellence, Equity

SALARY/BENEFITS:

- **Salary: \$5,500/Annually**
- This is an independent contractor position. Employees are responsible for all local, state and federal taxes and withholdings. Employees will be provided with a 1099 at the end of the calendar year in which they performed work.
- No benefits are offered to independent contractors.

Employee Signature:

Date:

Supervisor Signature:

Date:
