



Community Empowerment Association, Inc.

7120 Kelly St.
Pittsburgh, PA 15208
Phone: 412-371-3689
Fax: 412-371-0792
www.ceapittsburgh.org

JOB DESCRIPTION

Title: Summer Program Coordinator
Status: 32 hours per week
Positions: 1

Community Empowerment Association

Community Empowerment Association (CEA) was founded in 1993 in order to establish an organized, structural approach to address the specific needs of at-risk youth and families in distressed, marginalized communities. Our mission is to restore, reclaim and transform distressed communities through strategic planning, collaboration, advocacy, education, and training. Through our actions, we amplify your voice and experience, authenticate your capability and power, and uplift our culture and life experiences. Our five core beliefs of empowerment, representation, cognitive development/storytelling, ambition, and resilience guide everything we do.

Job Summary

The CEA Summer Youth Coordinator is the bridge between program vision and operational. Beyond supporting the creative curriculum, this role owns the **administrative integrity** of the program, from ensuring every youth is paid on time to maintaining open, restorative lines of communication with families. You are the 'Systems Lead' who ensures that every 'I' is dotted and every conflict is handled with care and professionalism.

Youth Personnel & Financial Administration:

- **Onboarding & Eligibility:** Direct the collection and filing of critical employment documents, including I-9s, work permits, and tax forms.
- **Payroll Support:** Manage the end-to-end payment process for youth participants, including the tracking of hours, submission of timesheets, and distribution of paychecks
- **Resource Logistics:** Coordinate the distribution and tracking of bus passes and other essential work-related resources to ensure all youth have reliable access to the program.
- **Work and Education Scheduling:** Build and maintain the master calendar for both Tier 1 and Tier 2, ensuring that guest speakers, workshops, and project deadlines are balanced and communicated to all staff.

Family & Youth Engagement:

- **Program Orientation:** Lead comprehensive orientations for both parents and youth, clearly communicating program expectations, safety protocols, and "Work Readiness" standards.

- **Youth Work Management:** Work with the tier supervisors to adjust youth work schedules to account for field trips, special events, or weather-related changes, ensuring that every participant meets their required program hours.
- **Attendance Accountability:** Act as the primary point of contact for absenteeism. Conduct immediate outreach to youth. Flag multiple absentees for Deputy Director to contact parents regarding unexcused absences or tardiness to troubleshoot barriers to participation.
- **Conflict Triage:** Serve as the first line of support for Conflict Management along with the Deputy Director. Act as a neutral mediator to de-escalate issues and provide "triage" support if a participant needs to be temporarily removed from a worksite or escorted from the premises.

Communications & Media Liaison:

- **Media Pipeline:** Package media needs for the **Social Media Manager** and coordinate directly with the site supervisors and **Deputy Director** for final brand and messaging approval.
- **Site Support:** Provide "revolving" supervision, acting as the designated adult lead when a youth requires a one-on-one "walk-out" or off-site assistance, and support to tier supervisors to ensure staff-to-youth ratios are always maintained.
- **Facilitator Support:** Coordinate with scheduled facilitators such as the videographer and workshop facilitator to ensure they have the supplies and dates secured to lead their sessions.

Location & Partner Relations:

- **Site Location Management:** Secure physical locations and transportation schedule for career exploration activities such as date for college tour confirmations and partnering business cancellation rescheduling.
- **Partner Liaison:** Act as the primary point of contact for community partners and business owners hosting site visits, ensuring all external guests understand their role in the "Learn & Earn" mentorship model and CEA expectations.

Skill Requirements

- **Systems Management:** Exceptional attention to detail regarding sensitive documents (I-9s, medical releases, and payroll).
- **Experience:** Previous experience working with low-income, urban youth; case management experience preferred.
- **Interpersonal Diplomacy:** Comfortability speaking with parents/guardians and enforcing program boundaries firmly but with empathy.
- **Clearances:** Current Act 33/34 clearances.
- **Mobility:** Access to a car and a valid driver's license is preferred

To Apply: Send cover letter and resume to adavis@ceapittsburgh.org **Subject Line:** CEA Summer Youth Coordinator