



Future Focused Education Job Description

Job Title: X3 Intern Coach – Santa Fe

Status: Part-time (20 hours per week) contract position

Location: Santa Fe, New Mexico

Future Focused Education (FFE) & Communities In Schools of NM (CIS) partnership:

Future Focused Education (FFE) and Communities In Schools (CIS) are collaborating to create a stronger, healthier and more vibrant Santa Fe community by building a career pathway program through paid internships and workforce training and opportunities for marginalized youth and young adults in Santa Fe.

Future Focused Education (Future Focused) is an Albuquerque-based nonprofit organization. Our mission is to create healthier and more prosperous communities by advancing the best education for students who need it the most. We envision schools as sites of innovation and opportunity, where students become the creators of healthy and more prosperous communities. Future Focused staff collaborate locally and nationally with innovative schools, employers, and a breadth of community partners to advance practices, programs, and policies that improve equity and opportunity for young people.

Communities In Schools of New Mexico (CIS) is a community school initiative that partners with schools and school districts to surround students with a community of support, empowering them to stay in school and achieve in life. CIS partners with local businesses, social service agencies, health care providers, citizens, stakeholders and volunteers to ensure every young person has the support, tools and skills to stay on a positive school and life path.

Both CIS and FFE are committed to promoting racial and economic justice through our work with culturally diverse communities to transform education.

Position Summary:

The X3 Internship program provides paid work experience for marginalized high schoolers and recent graduates outside the classroom and inside the workforce. Students are paired with local employers to provide meaningful work

experiences and a monthly stipend, opening doors to future careers and higher education.

The X3 Intern Coach promotes the success of the program by developing and implementing effective support and programming for interns, employers, and other key partners.

Essential Duties and Responsibilities:

The X3 Intern Coach, under the supportive supervision of the FFE/CIS Internship & Alumni Director, will collaborate with FFE leadership and X3 staff, as well as CIS Staff and Site Coordinators, and work directly with key stakeholders. The descriptors below are illustrative only of the tasks performed by this position and are not all-inclusive.

X3 Coaching Support

- Monitor and maintain proactive, problem-solving communication with X3 interns, X3 Mentors and X3 Staff to ensure successful internship participation and completion.
- Provide regular support to X3 interns, offering 1-on-1 meetings and coaching.
- Cultivate positive relationships with X3 Employer Mentors to ensure strong lines of communication and support.
- Provide support for mentor/intern orientations, training, etc. and offer ongoing feedback for improvement.
- Monitor interns' progress and learning milestones during internship session (e.g. ImBlaze online timecard tracking, 1:1 coaching/mentorship, site visits).
- Assist with youth recruitment with partner organizations such as CIS, College and Career Plaza, and schools.
- Coordinate gatherings and field trips targeting CIS students and alumni.

Professional Development

- Attend required professional development and training sessions (e.g. Coaches onboarding, training and orientation).

Qualifications:

Education

High School diploma required. Associates or Bachelor's degree preferred.

Experience

- Work experience in areas related to education, case-management, workforce training, youth programming, youth recreation, or mentorship, especially in

- settings serving opportunity youth.
- Experience in work-based learning or service-learning program development and implementation.
- Experience with directly supporting youth via mentorship, case management, social work practice, teaching or coaching.
- Experience and a passion for working with adolescence and young adults as they prepare to transition into adulthood. Experience working with young parents and young families is a plus.
- Experience with group facilitation.
- Experience working directly with and in programs that serve opportunity youth.

Skills

- Exceptional organizational and time management skills, problem-solving, dependability and integrity.
- Strong interpersonal skills, including the ability to exercise cultural competency and manage multiple types of relationships in professional, educational, and outreach settings.
- Genuine interest and ability to build healthy relationships with youth and young adults.
- Strong group facilitation skills.
- Functional knowledge of Microsoft Office and Google Suite.
- Spanish language skills are highly preferred.
- Knowledge and connection to local communities.

Alignment with FFE's Guiding Principles

- We seek to work in collaboration
- We choose to influence rather than control
- We value local wisdom to inform our work
- We are responsive to the local community and we follow through on our commitments
- We are learners and we adapt based on the "data" we collect
- We use an asset-based perspective
- Transparent communication is a tool for growth
- We challenge ourselves to root all work in racial and economic justice
- Our mission "to provide the best education for the students who need it the most" informs and guides our work

Work Environment:

Work is performed in a variety of business, education, community and office space settings. Willingness to travel within Santa Fe with reliable transportation is required. In addition, occasional travel to Albuquerque may be required. FFE follows all CDC guidelines for their response to the COVID-19 pandemic; this includes responding to

the need for hybrid and remote-work from home conditions when needed.

Contract Compensation:

20 hours a week

\$25-30 an hour, depending on experience

How to Apply:

For consideration, applicants must submit a cover letter, resume, and three references to:

Lucia Duncan, FFE & CIS Alumni and Internship Director

info@futurefocusededucation.org

Qualified candidates will be contacted for an interview. Estimated start date for position: week of August 29th or week of September 6th.