



Future Focused Education Job Description

Job Title: SEIP X3 Intern Coach

Status: Temporary Seasonal Position

Location: Albuquerque, Santa Fe and remote work (statewide)

Future Focused Education:

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. Future Focused is committed to promoting racial and economic justice through our work with culturally diverse communities to transform education and our communities.

Position Summary:

Future Focused Education's X3 Internship program will be participating in the New Mexico Public Education Department Summer Enrichment Internship Program (NMPED-SEIP). The NMPED-SEIP provides paid internships for local youth outside the classroom, inside the workforce. Young people will be paired with local government agencies, non-profits, and employers to provide meaningful, paid work experiences and adult mentorship, opening doors to explore future careers, training, and higher education.

The SEIP X3 Intern Coach promotes the success of the NMPED-SEIP by facilitating effective social, emotional and work-based learning coaching for interns, employers, and other key partners, while offering high touch support for all.

Essential Duties and Responsibilities:

The SEIP X3 Intern Coach, under the supportive supervision of FFE's Director of Social Emotional Learning & Wellbeing and Assistant Director of SEL and Internship Support, will collaborate with FFE leadership and X3 staff, 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 tracking, 1:1 coaching/mentorship, site visits)

Professional Development

- Attend required professional development and training sessions (e.g. Coaches onboarding, training and orientation).
- Research employer/community partner position descriptions and work settings for individual interns.

Qualifications:

Background Check

Education

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

Experience

- Minimum two years 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.
- Self reflective and a willingness to continually learn and grow via reflective supervision, collaborative group learning, positive and constructive feedback and

- professional development opportunities.
- Must be able to manage multiple types of relationships in professional, educational, and diverse community settings.
 - Genuine interest and ability to build healthy relationships with youth and young adults.
 - Strong written, verbal, and presentation skills.
 - Strong group facilitation skills.
 - Must be community-oriented and highly motivated.
 - Functional knowledge of Microsoft Office and Google Suite.
 - Spanish language skills are highly preferred.
 - Knowledge and connection to local communities.
 - Willingness to learn and use software utilized in the internship program (e.g. ImBlaze)

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 community and office space settings. Willingness to travel in and around the location of programming and reliable transportation is required. Evening, weekend, and/or holiday work 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.

- Weekly required meetings: Monday at 12:15pm, Wednesday at 12:00pm & Weekly 1:1 check in with supervisor

How to Apply:

For consideration, applicants must submit their resume and cover letter via email to info@futurefocusededucation.org

Qualified candidates will be contacted for an interview.