



Youth Program Coordinator

Biotech Partners is an award-winning non-profit organization that coordinates a comprehensive hands-on science-based education and job-training program for academically at-risk youth typically underrepresented in the biosciences. **We are seeking a responsible candidate who has strong experience coordinating groups of youth.** We are an *Equal Opportunity Employer*.

Rate: \$18/hr – DOE

Start ASAP – End TBD ; Contract work with possibility to continue

Hours: approx. 30-40 hours per week through November; More hours to be evaluated in November. Attendance Tuesday evening events during summer required.

Location: West Berkeley, Berkeley High School and Oakland Technical High School

Primary Responsibilities:

- In collaboration with other Biotech Partners staff, support and coordinate of all aspects of program activities for the high school and community college components, which includes program logistics, seminar and event facilitation, scheduling and coordinating volunteer and speaker activities
- Maintain, support and further develop relationships with school administrators, teachers and industry partners
- Provide support to students in the area of life skills development and monitor their academic performance
- Collect, track and maintain student and program data
- Create and maintain relationships with students' families
- Handle details of a highly confidential and critical nature
- Demonstrate commitment to BP's core mission and represent organization in a professional manner
- Some evening and weekend work is required; other tasks as requested
- This position will be supporting program coordination while the Program Manager is on maternity leave

Summary of Qualifications:

- Prior experience coordinating groups of youth, preferably low-income, minority populations
- Experience working in a non-profit youth or job training program preferred
- Energy and enthusiasm for working with youth and a commitment to high standards
- Professional demeanor and articulate communicator; Bilingual English/Spanish desired
- Well organized with strong attention to detail; meticulous in keeping records
- Disciplined work habits and ability to follow tasks to completion; self starter
- Team player who shows initiative, is flexible and able to balance multiple priorities effectively
- Strong computer skills (Microsoft Word, Excel, PowerPoint)
- Excellent written and verbal communication skills including correspondence, reports, presentations
- Must own reliable car with appropriate insurance for school or work-site visits, to transport students, etc.
- Fingerprinting and criminal/credit background clearance required
- Knowledge of biotechnology, biology and chemistry a plus

Please email a cover letter and resume to: aletha.zsido.b@bayer.com - NO CALLS PLEASE