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**Seeking Community Programs Coordinator**

Want to make a difference? Join our team at Frameworks and be a part of building a stronger community.

Frameworks of Tampa Bay, Inc. is a fast-growing, impactful non-profit, with a mission to empower educators, youth services professionals, and parents and guardians with training, coaching, and research-based resources to equip youth with emotional intelligence. We are looking for teammates to join our close-knit, like-minded, and whole-child focused staff. You will support students, educators, and families in a proactive and supportive approach that empowers our partners with the tools and strategies to enhance social and emotional skills in the Tampa Bay community.

**Position Summary:**

Seeking a full time Community Programs Coordinator to provide administrative and program support to the Community Programs Department through coordinating, planning, and scheduling program services as outlined with program partners. These responsibilities include, but are not limited to, coordinating workshop details, planning for deliverable line items in collaboration with Community Programs’ team members, and scheduling services and supports for the organization to make progress towards its strategic pillar’s organizational goals.

This position is also responsible for the coordination of Frameworks’ Teens in Action™ (TIA) school clubs, under Teens In Action™ (TIA) as well as supporting the administrative functions of Teens in Action™ (TIA) Tampa. The club role will include scheduling and facilitation of student workshops, coordination of community service sites and student placement, continuous monitoring of participant engagement and communication with families, collection of student and parent/caregiver surveys, and supporting with the recruitment of teen participants and curriculum development. This position reports to the Director of Community Programs Initiatives & Advocacy.

**Position Requirements:**

* Minimum Bachelor’s degree in education, training, public or mental health administration/mgmt., or other related experience. High school grades experience highly preferred.
* Experience with social and emotional skills, tools, and strategies a plus.
* Strong organization, oral and written communication skills, and the ability to work effectively and collaboratively as a team member.
* Knowledgeable and experienced in Word, Excel, PowerPoint, and Zoom Meeting/Webinar.
* Bilingual ability a plus.
* Competitive benefits and salary.

Please send cover letter and resume to: [mdahl@myframeworks.org](mailto:mdahl@myframeworks.org)

