



Frameworks

Job Title:	EQ Specialist, Positive Youth Development and Mentorship
Department:	Programming
Supervisor:	Managing Director, Programs
FLSA Status (Exempt or Non-exempt):	Exempt
Job Description Updated	July 31, 2024

About Frameworks

Frameworks of Tampa Bay is the leading nonprofit dedicated to equipping all children in our community with the knowledge and know-how to become kind, collaborative and capable citizens. With the complex challenges kids face today, we provide positive and personalized learning experiences that develop their emotional intelligence — the critical skills necessary to navigate any emotion, conversation or situation, no matter how difficult.

From preschool through high school, Frameworks partners with trusted adults to model and teach emotional intelligence to children of all ages and prepares teens to practice it through real-world leadership experiences. Our customized coaching, workshops and strategies are proven to help kids do better in school, graduate on time, respond to setbacks with resilience, excel in the workplace, and experience a stronger sense of belonging and mental well-being.

Together with families, teachers, mentors, and youth-serving organizations, we will achieve a vibrant community where every person succeeds personally, academically and professionally because emotional intelligence is practiced everywhere we live and learn.

Job Summary

The EQ Specialist is responsible for providing workshops and tailored one-to-one and small group support to educators, youth services professionals, mentors, and parents/guardians that is designed to improve their own EQ while empowering them with the knowledge and skills to foster it in the children and youth in their care. The EQ Specialist is also responsible for providing, as requested, direct services students that supports their emotional health and intelligence; enhances their ability to set and achieve personal, professional and academic goals; and promotes resilience in the face of challenges and setbacks. Each EQ Specialist is assigned a portfolio of partner schools and/or organizations, and it is their responsibility to be a trusted EQ expert to each one, developing and delivering a scope of services that is tailored to their strengths and needs, responsive to their communities, and effective in growing their commitment to and adoption of strategies that foster emotional intelligence in adults and children.



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Key Responsibilities

- Work closely with schools and partner agencies to establish meaningful relationships and a positive culture
- Design and facilitate engaging and impactful adult learning experiences on how and why to develop emotional intelligence awareness, mindsets and habits in children and adults of all ages
- Understand Frameworks' current content catalog and develop adequate background knowledge on each topic to address questions, suggest developmentally appropriate strategies, and help adults tailor the content to their settings
- Understand each partner's scope of work and how to bring it alive for them in a meaningful and impactful way
- Schedule and coordinate logistics for all partner deliverables
- Maintain detailed records of all services delivered
- Support the administration, collection and analysis of partner data to understand impact, improve implementation, and ensure continuous improvement
- Provide planned, routine partner visits to understand implementation successes and challenges and provide tailored support
- As included in the scope of work, provide developmentally appropriate EQ workshops and direct service programming to students
- Conduct end of year visits with each partner to review progress, celebrate successes and identify renewal goals
- Stay up to date on research and best practices in emotional intelligence and use that knowledge to enhance current and develop new content as needed
- In partnership with Managing Director, Grants and Partnerships, cultivate relationships with potential youth servicing and youth mentor programing partners.
- Ensure content, programming and collateral materials align with best practices in supporting EQ development among adolescents and are appropriate for educational, community and home settings
- Continue to advance working knowledge of adult learning theory, workshop facilitation and coaching techniques
- Support all Frameworks staff, programs, projects, and events as needed in a positive and respectful manner
- Always maintain professionalism, positively communicate the Frameworks mission and be an advocate for our vision of a vibrant community where everyone succeeds personally academically, and professionally because emotional intelligence is practiced everywhere we live and learn.
- Participate in Frameworks fundraising and advocacy events
- All other duties as required



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Knowledge, Skills, and Abilities

- Expertise in and passion for the potential of emotional intelligence to improve learning, lives and entire communities
- In-depth knowledge of youth development principles and practices to ensure that training and coaching aligns with best practices and supports the effective mentoring of young people
- Understanding of the physical, emotional, cognitive, and social development stages of children and adolescents
- Familiarity with psychological principles and how they apply to youth behavior, including motivation, learning theories, and mental health issues
- Understanding of current social issues affecting youth, such as bullying, substance abuse, social media, and family dynamics
- Familiarity with theories of adult learning to create training that is relevant, engaging, and effective for adult learners
- Understanding of how to support mentors and volunteers in dealing with the behavioral and emotional challenges they may face while working with youth
- Ability to facilitate training that addresses the needs of mentors and volunteers (i.e., creating engaging content, using diverse training methods, and adapting materials and methods to different settings and audiences)
- Expertise in guiding discussions, managing group dynamics, and encouraging participation to ensure that training sessions are interactive and productive
- Skills in one-on-one coaching to support mentors and volunteers in applying their training effectively and addressing any challenges they encounter
- Understanding of how to address and incorporate diverse backgrounds, perspectives, and experiences in training materials and methods
- Ability to inspire and motivate mentors and volunteers to remain committed and engaged, and to foster a positive and enthusiastic environment
- Efficient management of training schedules, materials, and resources to ensure smooth and effective training sessions
- Proficiency in providing constructive feedback that helps mentors and volunteers improve their skills and performance
- Awareness of available resources and services in the Tampa Bay community that can support youth and their families and skills in advocating for the needs of youth and building connections with community partners and stakeholders
- Skills in building trusting and supportive relationships with young people and their families
- Outstanding written skills with ability to organize material so that others can easily understand and learn from it
- Excellent communication and public speaking skills
- Ability to work independently, meet deadlines and take the initiative in solving unique problems



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- Ability and willingness to be a highly collaborative and supportive team member
- Passionate dedication to staying curious about how to provide engaging and impactful programming and services that reach more people every year
- Efficient time management and prioritization
- Proficient in Microsoft suite and Canva

Qualifications

- Minimum of five years' experience working in educational and/or community-based settings as an educator, supervisor, counselor, mentor, coach, trainer or some combination, with a specific focus on youth
- Minimum bachelor's degree in education, training, psychology, social work, or public or mental health administration/mgmt.
- Minimum two years' experience developing and facilitating learning experiences that addresses the needs of mentors, volunteers and/or parents/guardians of children and youth