

Job Title:	Teens in Action (TIA) Coordinator
Department:	Programs
Supervisor:	Managing Director of Programming
FLSA Status (Exempt or Non-exempt):	Exempt
Job Description Updated	July 1, 2025

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 and youth 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 Description

Location: Tampa Bay Area

Employment Type: Full-Time (Includes Evenings and Weekends as Needed)

Position Summary

The Teens in Action (TIA) Coordinator is responsible for the design, facilitation, and management of the TIA youth leadership and emotional intelligence (EQ) program. This position combines teaching, mentoring, event planning, and community engagement to develop teens as emotionally intelligent, civic-minded leaders.

Key Responsibilities

Program Facilitation & Curriculum Delivery

- Plan and facilitate monthly or bi-monthly workshops at four active sites: TIA Tampa, Cristo Rey, Tampa Bay Tech, and Brandon.
- Deliver engaging curriculum focused on emotional intelligence and youth leadership.
- Tailor lessons based on student needs and ongoing assessments.

Event Planning & Execution

- Coordinate and execute all TIA events including orientations, retreats, volunteer days, and the end-of-year celebration.
- Ensure events align with TIA's mission and provide meaningful, youth-centered experiences.

Recruitment & Outreach

- Lead recruitment of student participants through school and community partnerships.
- Expand the program by networking with new schools and community organizations.

Volunteer & Service Coordination

- Build partnerships with local nonprofits to provide students with meaningful service opportunities.
- Organize and participate in group service projects and community visits.

Data Collection & Reporting

- Track student attendance and participation.
- Administer pre- and post-program assessments and gather feedback to measure growth in emotional intelligence.
- Use collected data to refine program strategies and prepare end-of-year impact reports for stakeholders and donors.

Budget & Fund Development

- Manage the program's budget across all sites.
- Collaborate with leadership to identify funding sources and support sustainability efforts.

Qualifications

- Bachelor's degree in Education, Psychology, Social Work, or a related field (Master's preferred).
- Minimum of 2 years' experience working with teens in an educational or youth development setting.
- Strong knowledge of emotional intelligence and youth leadership development.
- Effective communication, facilitation, and relationship-building skills.



- Experience with event planning and program coordination.
- Flexibility to work evenings and weekends.
- Valid driver's license and reliable transportation.

Preferred Skills

- Bilingual (English/Spanish) preferred.
- Familiarity with program evaluation or data collection tools.
- Experience in grant writing or fundraising is a plus.

Working Conditions

- Work is performed in office, school, and community settings.
- Occasional evening and weekend work is required (2–4 times per month).
- Ability to lift 25 pounds for event setup as needed.

