



Job Title:	Community Program Specialist
Position Reports to:	COO
FLSA Status (Exempt or Non-exempt):	Exempt

About Frameworks

Frameworks of Tampa Bay is a leading nonprofit dedicated to equipping children with the skills to become kind, collaborative, and capable citizens. We strengthen emotional intelligence — the essential skills needed to navigate emotions, relationships, and life’s challenges with confidence.

Partnering with schools, families, and youth-serving organizations from preschool through high school, we provide engaging workshops, coaching, and leadership experiences that help young people build resilience, improve academic outcomes, and develop the skills they need to thrive in school, work, and life.

Together, we are building a vibrant community where every person can succeed because emotional intelligence is practiced everywhere we live and learn.

The Opportunity

We are seeking a passionate, relationship-driven EQ Specialist to develop and deliver engaging workshops and coaching for educators, mentors, youth professionals, and parents. In addition, this role includes providing direct programming and workshops for students as needed.

This role is ideal for someone who loves working at the intersection of youth development, adult learning, and community impact.

Each EQ Specialist manages a portfolio of partner organizations, serving as a trusted advisor and ensuring high-quality, customized implementation of Frameworks’ services.

Key Responsibilities

- Build strong, collaborative relationships with school and community partners
- Design and facilitate engaging adult learning experiences
- Deliver student workshops and direct programming as outlined in partner agreements
- Tailor Frameworks' content to meet diverse developmental and community needs
- Conduct regular site visits to support implementation and strengthen impact
- Coordinate partner deliverables and maintain accurate service documentation
- Support data collection and continuous improvement efforts
- Stay current on research and best practices in emotional intelligence and youth development
- Represent Frameworks professionally at partner meetings, events, and community engagements
- Support organizational initiatives, fundraising, and advocacy efforts

What You Bring

- Passion for the power of emotional intelligence to transform lives and communities
- Strong background in youth development and child/adolescent development
- Experience creating and facilitating engaging trainings and coaching adults
- Ability to build trusting relationships with youth, families, educators, and community partners
- Excellent communication, organization, and time-management skills
- Self-motivation, adaptability, and a collaborative mindset
- Proficiency in Microsoft Office and Canva

Qualifications

- Bachelor's degree in education, psychology, social work, public health, or a related field
- Minimum 5 years of experience in educational and/or community-based settings serving youth
- At least 2 years of experience designing and facilitating learning experiences for students and/or adults

Other Requirements

- Local travel - will require travel up to 50%
- Comfort with having a flexible work schedule to accommodate attending evening events
- Valid state driver's license
- Must pass background and fingerprinting check as well as drug test.

Environment

This job operates in a professional office environment. After 90 days, there is an option for 20% remote work when applicable and approved by supervisor.

Frameworks of Tampa Bay, Inc. is an equal opportunity employer.

Job duties are subject to change with or without notice based on business needs.
