**Job Title**  
TFI Program Coordinator

**Employer/ Agency**  
DiscoverU

**Job Description**  
The Fellowship Initiative (TFI) Program is a multi-year grant-funded program that seeks to support a cohort of young men of color through their sophomore, junior, and senior years. The program provides comprehensive support for participants through programming that develops social-emotional and academic skills. The program seeks to ensure students graduate high school and access post-secondary education.

The TFI Program Coordinator will assist the TFI Program Manager in organizing and implementing all aspects of TFI. DiscoverU is seeking an individual who has experience working with young men of color. The Program Coordinator must be comfortable multi-tasking and responding to the needs of a variety of stakeholder groups.

The TFI Program Coordinator position is a Houston-based position. The TFI Program Coordinator position is a full-time position beginning in February 2021. The position will require weekend hours and the availability to travel outside of Houston. The TFI Program Coordinator reports directly to DiscoverU’s TFI Program Manager.

TFI Program Coordinator Roles and Responsibilities

The Program Coordinator will be responsible for critical activities including, but not limited to the following:

- **Program Support:** Assist the TFI Program Manager in managing and facilitating the TFI Program.
- **Program Coordination:** Manage logistics for TFI activities, including student, parent, and mentor activities
- **Program Administration:** Responsible for managing all program administrative tasks and program records.
- **Communications:** Help craft strategies to capture and disseminate information about the program that will build support for it among diverse internal and external audiences
- **Performance Management:** Lead efforts to collect, analyze, and interpret multiple data points that help benchmark Fellows’ academic, social, and emotional development and adjust program elements to better support their holistic development; evaluate the effectiveness of each program component and troubleshoot to continuously improve the program
- **External Representation:** Represent the program in meetings with program partners, Fellows’ parents, school leaders, interested community members and other constituencies

**Qualifications**

- Bachelors' degree in a relevant field required
- Experience directly supporting and building positive relationships with youth
Relevant work experience – experience in youth development/education is strongly preferred, especially experience working in schools

- Passion for TFI’s and DiscoverU’s missions
- Strong ability to multitask; detail-oriented;
- Organizational skills with the ability to create and maintain organizational systems.
- Creative, flexible, and collaborative with an ability to work in a team-oriented environment; demonstrates a high degree of initiative; results-oriented
- Experience in managing logistics for programs and events.
- Welcomes feedback as a means to personal and professional growth
- Excellent written and oral communication skills
- Experience managing administrative tasks, data collection, and record keeping
- Ability to travel – especially for 2-3 weeks each summer (overnight stays for special TFI intensives)
- Ability to work during many evenings (for tutoring and other sessions with TFI Fellows and families)
- Ability to work Saturdays (Most TFI programming take place on Saturdays)
- Fluency in Spanish preferred
- Lived experience within communities of color preferred

Salary/Hours

| $45,000 annually / Full-Time |

Employer/Agency

| DiscoverU |

Address

| 7676 Hillmont St., Ste 239 |

City, State, Zip

| Houston, TX 77040 |

Contact Person

| George Vander Veer |

Contact Title

| Executive Director |

Email Address

| george@discoverus.org |

Application Method

| Please email resume and cover letter to george@discoverus.org |

Opening Date

| Immediate |

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