Educators 4 Education (E4E) is looking to hire passionate and experienced individuals for the summer WorkReady Program; (1) Program Coordinator and (2) Program Liaisons.  All candidates should have a minimum of 2 years experience working with youth in the foster care and/or juvenile justice system.

**Description of duties is as follows:**

**WorkReady Program Coordinator:** The WorkReady Program Coordinator will manage all aspects of the PYN WorkReady Program. This person must be well organized, outgoing and possess the ability to manage urban based youth ages 14 through 21 years old. Duties consist of supporting the day-to-day operation of the WorkReady Program at sites including: securing worksites, scheduling, educational enrichment, activity planning, safety and discipline. Serve as a visionary, mentor and programmatic leader for staff and children. Build connections and maintain communication with all participants, families, resident councils and local schools. Collect required program performance measure information and manage program budgets while working closely with the team to meet program goals. Bachelor’s Degree required.

**WorkReady Program Liaison:** The WorkReady Program Liaison will support the coordinator and collaborate with worksite staff to ensure a successful program. Duties consist of supporting the day-to-day operation of the WorkReady Program at sites including: securing worksites, scheduling, educational enrichment, activity planning, safety and discipline. Act as a first point of contact for all assigned worksites and participants. The liaison will visit each worksite and all participants on a weekly basis to insure the overall success of the program. High school diploma or equivalent required.

The employer for this program is **Educators 4 Education** for which you will be a contracted employee once hired. As an E4E contracted employee, you will be required to attend a mandatory orientation. Preference is given to candidates who have prior experience working with PYN funded programs.

If you are interested in any of the positions listed above, please submit a letter of interest and resume to [**hr@educators4education.org**](mailto:hr@educators4education.org)  

**All E4E EMPLOYEES AND CONTRACTORS MUST BE ABLE TO OBTAIN A PA CHILD ABUSE CLEARANCE, PA CRIMINAL CLEARANCE AND AN FBI FINGERPRINT CLEARANCE.**

E4E is an equal opportunity employer.

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**Anthony Singleton, President/Chief Executive Officer**

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