



## YMWIC is Hiring

YMWIC is a non-profit 501(c3) Pennsylvania Corporation, our mission is to empower and prepare economically disadvantaged and historically underrepresented youth to excel and become leaders in STEM careers. We are looking for talented and dedicated individuals to fill the following roles in the Foundation:

- **Project Coordinator - Full-time:** The Project Coordinator is responsible for the coordination of after-school programming through YMWIC's After-School Programs. The Site Coordinator will work with families, community partners and school administrators to facilitate implementation of workshops and activities for youth and their families. Program delivery includes, but is not limited to, improving the odds of youth's chances of going to and graduating from college. General delivery includes strong and effective communication with partners and staff and student supervision.
- **Career Preparation and Workforce Development Coordinator - Full-time:** The individual in this position will provide academic and career preparation services for all YMWIC Scholars. Academic services will include tutoring and study support, academic advisory and advocacy, college readiness, exposure and selection, in-college support studies and college retention services. Workforce Development services include administering and overseeing services in resume writing, interviewing skills, job shadowing, paid and unpaid internships, Alumni and in-college internship program and post graduate job placement programs including the YMWIC Pre-Apprentice Program. The individual in this role will also monitor and track pre-college, in-college and post-college related data. This individual will also work closely with the Executive Director in building partner relationships with a focus on offering additional opportunities for our Scholars.
- **STEM Educator – Part-time and Weekends:** The STEM Educator is responsible for designing, developing and administering curriculum to K-12 Scholars during the After-School and Summer Programs. Additional responsibilities involve managing the quality of the content through frequent assessments. The STEM Educator should instill an excitement about Science, Technology, Engineering, and Math topics in Scholars and deliver interactive experiments and lessons with fervor and enthusiasm in order to enrich the lives of Scholars and encourage workshop attendance and participation.

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- **Art Educator** – *Part-time and Weekends*: The Art Educator will deliver YMWIC workshop curriculum to Scholars during weekday workshops and weekend Scholar Special Interest Group gatherings. The Art Educator will provide curriculum using a variety of art techniques and materials to engage Scholars and deliver projects and lessons that allow Scholars to explore and express their creativity and encourage attendance and participation.
- **Debate and Civics Club Educator** – *Part-time and Weekends*: The individual in this role will facilitate two-hour workshops on Saturdays and encourage Scholars to express or articulate their opinions on topics of current issues including concepts of the Democratic process and the branches of government; the candidate should possess in-depth knowledge and passion of such. Working closely with the YMWIC Executive Director, the candidate will summarize workshops and create evaluation surveys.
- **Music Director** – *Part-Time and Weekends*: The Music Director provides opportunities for YMWIC Special Interest Groups, music ensembles including a Jazz Band, Choir & Musicals. The person in this position will develop lesson and action plans that will introduce Scholars to simple music concepts such as beat, rhythm, and pitch, as well as teach them how to read musical notes and symbols. The music groups will perform as a group at YMWIC regional events. The candidate should be able to transcribe musical compositions and deliver highly effective lessons.
- **Drivers** – *Part Time and Weekends*: Part-Time and Weekends: Drivers are needed to transport Scholars to and from YMWIC events and YMWIC Headquarters, currently at Cheyney University of Pennsylvania on weekends.

If you are interested in one of these positions, please let us know your preference; and submit your resume to [employment@ymwicfoundation.org](mailto:employment@ymwicfoundation.org). All candidates must have the required clearances: Pennsylvania Child Abuse History Clearance, Pennsylvania State Police Criminal History Clearance, and the Federal Bureau of Investigations (FBI) Criminal History Clearance which is required for all employees and some volunteers).