

### **Description of Duties:**

- Be dedicated to the FYI mission, vision, and core values.
- Educate middle school and high school youth using curricula giving them the tools to make healthy choices about their lives and to live those lives to their fullest potential.
- Communicate with the teacher when scheduled with a school.
- Keep files and program director updated and submit reports on time.
- Immediately report information about abuse or illegal activity to the program director who will then update the FYI Executive Director.
- Attend meetings and training when scheduled.
- Report regularly to the Real Life Choices Director, in line with established FYI metrics, concerning the number of students reached as well as achievements and issues needing improvement.
- Represent FYI at various events and meetings.
- Submit articles and pictures to the Real Life Choices Director.
- Maintain detailed reports and data collection.
- Perform other tasks assigned by the Real Life Choices Program Director or FYI Executive Director.
- May be asked to take random drug and alcohol tests during course of employment.
- Must successfully pass a State of Ohio Criminal Background Investigation.

### **Qualifications - Required:**

- Presentation skills and public speaking experience.
- Personal skills to work with youth and with the staff within the entire organization.
- Working knowledge of office equipment, Word, Excel, Power Point, and Gmail Suite.

### **Qualifications - Preferred:**

- Two (2) years of working with non-profit organizations.
- Awareness of non-profit grant funding and non-profit funded program requirements.
- Ability to network with other organizations and have a good knowledge of grant writing.
- Multi-language skills (e.g., Spanish) are considered a plus.

### **Expectations:**

#### **• Organization:**

- Adhere to FYI policy and procedures as laid out in the employee handbook.
- Possess Integrity to work in an ethical compassionate way which is consistent with the Core Values of FYI.
- Team player who is willing to make difficult decisions.
- Participate in FYI fundraising
- Attend required professional development trainings that are offered by FYI.

#### **• Role:**

- Interacts with students with clarity, authenticity, and passion.

- Is dependable and self-sufficient by being reliable and seeing what needs to be done and completing it in a timely manner without supervision.
- Complete reports, tasks, or requests upon the deadline given.
- Attend and participate in program meetings.
- A servant's attitude with the ability to understand how all tasks impact the ministry of FYI.
- Exercises good judgment when making decisions.
- Is adaptable by reacting to change with a positive attitude, learning from experiences, and feedback, and is accountable for oneself.
- Eager to meet and exceed objectives.
- Strong personal motivation, initiative, and sense of responsibility.

**• Communication:**

- Maintains clear lines of communication with leadership and peers at all times.
- Listens attentively, asking questions to gain clarification.
- Addresses conflict directly in order to resolve it constructively, asks for help when needed and refrains from gossiping.
- Ability to maintain the confidentiality of verbal and written information.

**• Relationships:**

- Work closely with and take direction from direct supervisor and above leadership
- Works collaboratively with others including leadership and peers.
- Maintains positive relationships even in difficult circumstances, and is inclusive, respectful, and encouraging.
- Maintains excellent working relationships with coworkers, community organizations where classes are held, meetings attended etc.