

EAST BAY CENTER FOR THE PERFORMING ARTS

JOB POSTING

STUDENT SUPPORT SERVICES COORDINATOR (Full-Time, Non-Exempt)

About East Bay Center for the Performing Arts

East Bay Center for the Performing Arts (the “Center”) was founded in Richmond, California immediately after the assassination of Dr. Martin Luther King, Jr. in 1968 as a response to the unrest, anger, frustration, and need for change. Today, our foundational values remain rooted in civil rights, equity, and justice.

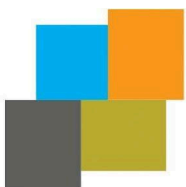
The Center has a deep history of serving Richmond children and youth with music, theater and dance training, new artistic work, and community gatherings that are reflective of the richness and diversity of the local population. Last year, the Center served approximately 3,500 youth in 17 schools and 300 students at our main site through private lessons and tuition-free group classes. The Center’s staff consists of 25 administrative staff and approximately 70 – 75 faculty. They are passionate and committed to the values and established goals, and they have a deep understanding of the cultural assets that are present in the community.

About the Position

We are currently seeking an emotionally intelligent Student Support Services Coordinator to join our team. The East Bay Center utilizes the performing arts as the vehicle for transformation for youth, focusing on assets and strengths-based solutions. Under the direction of the Director of Student Development and Training, the SSSC manages and provides access to necessary supportive services in the community, provide case management services as needed and develop programs and resources that support wellness for the student population, and develop programs and resources that support wellness for the entire student population.

The SSSC works collaboratively with staff and faculty to ensure that the Center’s mission and values are upheld through an innovative support system to ensure the success of East Bay Center students. The incumbent must have a deep commitment to social justice, working with diverse populations, and experience with unique models to support youth mental health and resilience, and ensures that the Center maintains a safe, supportive, and inspiring environment for our students. Through program management, the incumbent will coordinate the Center’s case management, crisis management, college support services, tutoring, establish and maintain leadership groups for the youth and parents/guardians, engaging approximately 120 Young Artist Diploma students.

Furthermore, the SSSC is responsible for the day-to-day administration of Student Support Services, following well established policies, procedures and protocols. The incumbent will also create and maintain systems to ensure that participants in pre-collegiate programs are seamlessly connected to supportive services to advance the program’s goals, including increased retention, artistic growth and increased graduation rates among the target population.



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Additionally, the SSSC is responsible for the programmatic, operational and fiscal management of Student Support Services and is accountable for the program's success. The SSSC will also oversee and supervise 1-3 graduate-level social work interns.

Some Examples of Key Duties and Responsibilities

Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed. Incumbents may perform other related duties at the equivalent level.

- Oversees all student support services programs, including the Young Artist Diploma Program (YADP), cohort groups, parents' group, MSW internship program, volunteer management, college preparation, tutoring programs, and college scholarship program.
- Maintains a caseload of YADP students in urgent and or critical need.
- Regularly meets with the student, family and their support network to counsel, problem-solve, and create a student/family plan as needed.
- Organizes and directs the student review meetings with the onsite team in concert with the Director of Student Development and Training and onsite staff to develop and implement strategic support for each student.
- Leads and plans program activities, identifying and selecting participants, assessing students, developing individual action plans, assigning services, monitoring participants' progress, retaining and graduating students.
- Organize and facilitate educational workshops for students/parents regarding the college application process, financial aid and scholarship support. Connect students with additional resources as needed.
- Manages implementation of the Center's College Scholarship program, including student and family communication, coordination with the Center's development department, tracking progress, updating applications, and communicating with Scholarship panelists.
- Mentor students in the College Prep Program; assist students with research; support them throughout the college search process, providing critical and compassionate feedback along the way.
- Effectively manages program/activity expenses as determined by the Director of Student Development and Training.
- Lead professional development for teaching artists on trauma and healing centered practices.

Minimum Qualifications

- Possession of a Master's degree with a major in social work, sociology, counseling or psychology, with a specialization in children and families from an accredited college or university.
- A minimum of two (2) years of previous experience working with youth as a social worker, preferably in socially economically disadvantaged communities; or a similar organization.
- Excellent written and verbal communication skills



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- Working knowledge of social theories and practices
- Utilize computer systems, including word processing, navigating a computer data base system, learn and use specialized software programs, including MS Suites and Google
- Social perceptiveness and empathy
- Ability to build and maintain professional helping
- Ability to relate and communicate with a diverse population and groups
- Resilience along with the ability to assess complicated familial
- Ability to lift 35 pounds

Preferred:

- Experience as a practicing artist is strongly desired
- Sense of humor is a plus
- Dedication to the role of the arts in social justice, youth and community development
- Spanish speaking preferred

Other Qualifications:

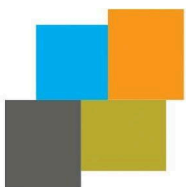
- Current valid CA driver's license
- Must pass a criminal history background check prior to work assignment

Compensation: \$75,000.00 - \$85,000.00 annually (DOE)

Application Process:

If interested, please submit the following documents to Deborah Preston, Director of Human Resources: deborah.preston@eastbaycenter.org

- Resume and cover letter as a Word or PDF document
- A list of 3 professional references
- Please include in the subject line: Student Support Services Coordinator



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