



Education and Employment Coordinator

Reports To: allcove Clinical Director

Payroll Type: Exempt

Work Status: Full Time (1 FTE)

Regular Hours: 40 hours per week

Schedule: See description below

Location: allcove Half Moon Bay Center, 255 Main Street, Half Moon Bay, CA 94019

Benefits: Regular full-time employees receive sick time and paid time off accrual and usage, 16 paid holidays, and medical, vision, dental and life insurance.

Salary: \$70,000-\$90,000

POSITION OVERVIEW

CoastPride is seeking an Education and Employment Coordinator to support the development and provision of service delivery for the allcove youth drop-in center in Half Moon Bay, a youth designed center that creates space for community and wellness for Coastside youth ages 12-25. For more information about the allcove model, here is the link to the State's initiative:

<https://mhsoac.ca.gov/initiatives/allcove-youth-drop-in-centers/>

The Education and Employment Coordinator is a role that takes place onsite at allcove Half Moon Bay and in the community. The Education and Employment Coordinator will be responsible for providing academic support and career coaching to young people ages 12-25 who come through allcove Half Moon Bay's doors. They will assist youth in achieving their educational and career goals through services such as academic planning, resume and interview preparation, college and financial aid applications, career exploration, trade and vocational pathway navigation, and employment readiness. The Education and Employment Coordinator will collaborate with our local community partners, including middle and high schools and colleges, as well as community-based organizations, to provide referrals and other collaborative support.

RESPONSIBILITIES

- Provide individualized education and employment coaching to help youth achieve academic, career, and employment goals.
- Assist youth with educational planning, school re-entry, college exploration, financial aid, and disability accommodations (IEPs/504 Plans).
- Support career development through resume writing, interview preparation, job search assistance, internships, volunteer opportunities, and employment placement.
- Use youth-centered, evidence-based coaching techniques to help youth identify strengths, overcome barriers, and build self-sufficiency.
- Connect youth with internal and community resources through referrals, care coordination, and warm handoffs.
- Collaborate with clinical, peer, family support, medical, and administrative staff to coordinate integrated services.
- Develop and facilitate workshops focused on education, career readiness, employment skills, financial literacy, and workforce development.
- Build and maintain partnerships with schools, colleges, employers, workforce agencies, and community organizations to expand opportunities for youth.
- Participate in community outreach, presentations, tours, and events to promote allcove services and increase community awareness.
- Maintain accurate client records, service documentation, program data, and outcome reporting in accordance with organizational standards.
- Manage an independent caseload, appointment calendar, follow-up activities, and related administrative responsibilities.
- Maintain current education, employment, and community resource information for youth and families.
- Apply trauma-informed, culturally responsive, and youth-centered practices in all interactions.
- Assist with the day-to-day administrative operations of the center.

MINIMUM REQUIREMENTS

- Bachelor's Degree in social work, health promotion, public health or relevant health-related field. Will consider relevant work experience in lieu of formal education.
- Two years of experience in public health and health promotion, program development and working with young people, community partners and parents in a school-based setting in a professional or leadership role.
- An ability to proactively engage youth and identify their needs
- Familiarity with local resources
- Medium/Advanced computer skills, including experience with Google Suite, Zoom, and an ability to learn new databases.

- Strong creativity, out of the box thinking, and overall analysis and problem solving skills.
- Ability to learn and uphold compliance with legal, financial, and CoastPride/allcove policies
- Must clear a federal background check (paid for by CoastPride).
- Must complete four hours of mandated reporter training in accordance with CoastPride Policies

HIGHLY PREFERRED SKILLS AND EXPERIENCE

- Bilingual in Spanish and English
- Education and experience working with the LGBTQ+ community, bilingual and bicultural youth, and other young people who have been traditionally pushed away or experienced challenges accessing services

COMPENSATION AND BENEFITS

- This is a full time, exempt position
- Starting salary is \$70,000-\$90,000 full time
- Benefits
 - Medical, dental, vision, life insurance
 - 16 paid Holidays
 - Work cell phone provided
 - Work laptop provided
 - Professional development time as approved by supervisor

LOCATION

The Education and Employment Coordinator will be expected to work in person 5 days per week from allcove Half Moon Bay, which is located at 255 Main Street, Half Moon Bay, CA, 94019. The allcove center is wheelchair accessible and has an accessible, gender neutral bathroom.

HOURS

40 hours per week. This is a drop-in center that is built around youth needs and their schedules. Three days per week (Wednesday-Friday), services for youth will end at 7pm, with staff needing to stay at least 30 minutes after center closing. Hours will be 9-5 or 10-6 Monday and Tuesday.

OTHER DUTIES

Please note this job description is not designed to serve as a comprehensive listing of activities, duties, or responsibilities required of the employee in this position. Duties, responsibilities, and activities may change at any time, with or without notice.

To apply, please send your cover letter and resume to work@coastpride.org.

This position is open until filled. Applications will be reviewed as received.

CoastPride is an equal opportunity employer. Applications are strongly encouraged from women, people of color, immigrants, young people, lesbian, gay, bisexual, queer, transgender, genderqueer people, people living with HIV/AIDS, people with disabilities, and bilingual and bicultural people.