



C2C PATHWAYS TO SUCCESS COORDINATOR DESCRIPTION

Gold Crown Enrichment seeks an individual to implement **Clubhouse-to-Career (C2C) Pathways to Success**, an innovative program under the auspices of The Clubhouse Network, an international community of 100+ Clubhouses and Best Buy Teen Tech Centers located in 20+ countries. Each Clubhouse and Teen Tech Center is a creative, safe, and free out-of-school learning environment where young people from underserved communities work with adult mentors to explore their own ideas, develop new skills, and build confidence in themselves through the use of technology.

As one of the five original 2017 C2C Pathways pilot program sites, Gold Crown prides itself on having become a leader with The Clubhouse Network by developing a successful career readiness program that is structured, effective, and meets the specific needs of our community. With sponsorship from Best Buy, **C2C Pathways to Success** builds on the success of the Clubhouse model and draws on Clubhouse experience to support the global need for a trained and ready workforce, in particular in STEAM fields and careers. The goal of this program is to develop and implement technology and work readiness curricula and other program elements to prepare Best Buy Teen Tech Centers youth ages 16-20 for Best Buy retail, Geek Squad, and other jobs in tech related industries.

[Click here](#) to learn more about Gold Crown's C2C Pathways to Success program.

Persons of color are strongly encouraged to apply. Proficiency in Spanish a plus.

Responsibilities Include:

- Act as the primary support, mentor, and coach for participants as they develop specific technology skills, build work readiness skills, gain real-world experience through internship placements, and receive career guidance over time for jobs that can lead to broader opportunities in technology fields.
- Plan and implement short and long term workshops, given on a weekly basis, designed to build knowledge and skills for workforce readiness and technology.
- Serve as the primary contact for all program partners, mentors and volunteers as well as provide ongoing support for internship supervisors.
- Attend Immersion Week training in Boston (date TBD) to explore the Clubhouse learning model, build skills, and become familiar with TCN resources where C2C Pathways resources are shared.
- Assist with data collection and other information needed for evaluation including youth attendance, participation, workplace skills acquired, and technologies learned.
- Track program spending, balance budget, and complete Financial Report.
- Be an active team member within the Teen Tech Center staff, youth and community.
- Participate in regular video conferences with TCN, Best Buy, and staff from other Teen Tech Centers involved in C2C Pathways to Success.
- Attend and present at TCN Annual Conference annually,, along with facilitators at other sites.
- Communicate regularly with TCN Program Manager.
- Prepare program reports and support grant writing for the next C2C program year.



Desired Skills and Experience:

- Proven track record working with youth, in particular young people from underserved neighborhoods.
- Work experience in an informal learning environment.
- Strong and adaptable lesson planning, event coordinating, and facilitation skills.
- Experience with computers and interest in technology as a creative and empowering tool.
- Demonstrated ability to reach out to youth, parents, community leaders, and employers.
- Interpersonal skills, including an ability to get along with people of diverse backgrounds and abilities and a talent for making people feel welcome and included.
- A passion for learning and helping others to learn.
- Excellent verbal and written communication skills.
- Excellent organizational skills.

Compensation and Benefits

Full-time position with full benefits package including; health, dental, vision, and life insurance, 401k, cell phone stipend, and potential for performance based bonuses.

Salary range is between \$40,000 and \$48,000 depending upon experience.

Unlimited paid vacation.

Applicants will only be considered if **both a cover letter and resume** are emailed to:

careers@goldcrownfoundation.com