



Job Description: Program Coordinator, 40 West Digital Apprenticeship & Residency

Compensation: \$42,000 to \$47,000 salary

The mission of Martin Luther King Community Center is to educate youth, empower families, and build community through quality multi-generational programs that advocate for our neighbors, promote racial justice, and provide a peaceful space to connect. MLK Center is adding to our digital technology team to work with young adults in our video production program.

The Program Coordinator is responsible for the overall management and coordination of the 40 West Digital Apprenticeship & Residency program housed in the Best Buy Teen Tech Center, to ensure enrollment, participation, completion and successful transition into the residency program. This position works closely with the Video Instructor, Business Manager, and reports to Program Director. Some evening and weekend hours are part of this position.

A typical day in this position might include:

- Conducting an outreach event to recruit 17-24 year olds into the apprenticeship program to fill the next cohort
- Conducting pre-surveys to measure baseline knowledge and perceptions
- Conducting coaching sessions with apprentices to determine progress on their personal goals
- Conducting mid-term surveys as apprentices transition to residents
- Confirming details and reserve transportation for a video shoot in the field
- Facilitating the job readiness curriculum for existing cohort
- Coordinating schedule for partner organizations to meet program goals
- Coordinating activities with Best Buy Teen Tech Center coordinators to ensure equipment is clean and functioning
- Helping setup for the all ages open mic event held at MLK Center
- Meeting with a local company to engage their employees as mentors in the Tech Center
- Helping a student check out video equipment for a personal project over the weekend
- Attending a professional development session on new technology or youth development
- Taking students on a field trip to Klipsch corporate headquarters
- Meeting with the 40 West Digital program team to discuss team goals and progress toward those goals
- Seeking support from the Program Director about a student experiencing homelessness

This position might be for you if:

- You have experience managing projects and coordinating detailed plans.
- Have a proven track record working with youth from Indianapolis neighborhoods like Butler Tarkington, Crown Hill, Mapleton-Fallcreek, and Meridian Kessler.

- You have a passion for mentoring young people who need encouragement and a safe place to find their voice.
- You enjoy helping young people plan for their future, including academic and job opportunities.
- Problem solving is your superpower. You like working as a team to solve problems in creative ways.
- Have work experience in an informal learning environment.
- Have a passion for learning and helping others to learn.
- Believe in our 2-Generation programming for youth and their parents.
- Practice Dr King's Nonviolence Principles (training is mandatory)

To be offered one of these positions, you need to have a proven track record getting things done and helping young people solve problems in a similar community-based setting. You must agree to submit to a drug screen and criminal background check. History does not preclude hiring. Please submit your resume and a paragraph about why you want to be part of this hard-working team to MLKCenterIndy@TalbotTalent.com. No phone calls please.