Job Title: Youth Exploration (YEP)/Communications Coordinator
Location: Ithaca, NY (In-person)
Job Type: Full-time (40 hours/week, flexible schedule required)
Salary: $40,000 - $44,000 per year

About the Role

This position is both one of the public faces of the Youth Exploration Program (YEP) and the creative force behind the scenes managing our outward-facing community communications. An ideal candidate is youth-focused, creative, social media savvy, and passionate about connecting young people with career-building opportunities.

This hybrid role balances two key areas of impact:

- YEP Coordinator (0.75 FTE): Engaging youth ages 11 to 21 in career readiness activities like workshops, career tours, community service, and apprenticeships.
- Communications Coordinator (0.25 FTE): Designing marketing materials (flyers, brochures) and managing The Learning Web's online presence and website.

Key Responsibilities

Youth Exploration Program (YEP)

- Recruit and engage a diverse group of youth in YEP programming across Tompkins County.
- Coordinate hands-on activities, including career exploration tours, community service, job shadowing, and workshops.
- Place and monitor youth participants in volunteer positions and paid community apprenticeships.
- Cultivate local relationships with parents, schools, social service agencies, and the business community to expand program opportunities.
- Support adult mentors representing a diverse cross-section of our community.
- Maintain data and reporting by compiling youth service statistics accurately for funders.

- Provide direct youth transport to and from program meetings, apprenticeships, and career activities.

Communications & Outreach

- Manage social media channels and schedule engaging content across all agency platforms.
- Design and distribute outreach media, including the monthly electronic YEP newsletter, event posters, rack cards, and brochures.
- Monitor audience engagement and trends to continuously update and improve website content.
- Collaborate on organizational goals, participating in staff meetings, fundraising initiatives, and overall program development.

Qualifications & Requirements

- Education: Associate degree preferred (or equivalent human services experience).
- Experience: Proven track record working effectively with youth individually or in groups.
- Community Building: Ability to establish strong partnerships with families, school staff, and local businesspeople.
- Communication Skills: Strong written, oral, and professional phone communication skills.
- Technical Savvy: Expertise using Microsoft Office Suite, Canva, social media platforms, and website maintenance tools.
- Core Competencies: High level of organization, ability to manage multiple projects, detail-oriented, and capability to be self-directed while working well with a team.
- Travel Required: A reliable vehicle and a clean driving record are required for transporting self and youth.

Benefits & Compensation:

- $40,000 - $44,000 salary range (commensurate with experience)
- 85% employer-paid individual health insurance

- Dental, vision, and supplemental insurance options
- 403(b) retirement plan
- Generous paid sick and vacation leave

To Apply:

Respond directly on INDEED **(preferred)** or

Send a cover letter and resume to info@learning-web.org with “PSH Case Manager” in the subject line. Documents may be mailed to The Learning Web, Attn: Deputy Director, 320 W. Buffalo Street, Suite 2, Ithaca, NY 14850.

Deadline: Until filled.

Final candidate must complete a Learning Web Employment Application, pass a criminal background check, a State Child Abuse Registry check, and a Driver’s license check.

For information about our agency and programs, please visit us on the web at www.learning-web.org

The Learning Web is an equal opportunity employer and does not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, sexual orientation, gender, gender identity or expression, or disability. Individuals who have a diverse perspective and are supportive of diversity are strongly encouraged to apply.