



# FAMILY SUPPORT SERVICES

KEEPING FAMILIES HEALTHY AND INTACT

## JOB ANNOUNCEMENT

### Program Coordinator – Kinship Program

**Date Posted:** April 23, 2025

**Status:** Full-Time, Non-Exempt

**Office Location:** Oakland (Onsite)

#### **ABOUT US:**

**Family Support Services** is a nonprofit organization that provides prevention and intervention services that support families with children. Our mission is to nurture children, youth, and caregivers to keep families healthy and intact. Please visit our website at [www.fssba.org](http://www.fssba.org) to learn more about our programs and services.

#### **SUMMARY:**

We seek a dedicated Program Coordinator to join our Kinship Youth Program (KYP), a year-round initiative focused on academic, social, and leadership development. As a Youth Program Coordinator, you'll play a crucial role in designing and implementing the comprehensive, year-round program and creating meaningful connections with the youth we serve. If you are passionate about youth development, education, and community engagement, we invite you to apply for this impactful position.

#### **KEY RESPONSIBILITIES:**

- Design and execute academic and enrichment components of the Kinship Youth Program.
- Assist with group and individual management and development.
- Support KYP's College Pathway program, providing guidance on college applications, financial aid, and scholarships.
- Facilitate and track KYP's Literacy program, overseeing the reading fluency process.
- Provide support to volunteers and part-time staff, modeling effective youth development methods.
- Collaborate with Kinship social workers, agency staff, and community resources to support youth participants.
- Organize and support program special events, such as Open House, community service, and holiday activities.
- Assist caregivers with maintaining contact with school officials under the program supervisor's direction.
- Provide transportation assistance for KYP, including driving the agency van when necessary.
- Maintain timely and thorough reports and program documentation.

#### **MINIMUM QUALIFICATIONS:**

- BA degree preferred or relevant work experience with youth.
- Bilingual in Spanish preferred.
- Availability to work Monday to Friday, including evenings and occasional weekends.
- Experience working with inner-city youth.
- Experience tutoring students in grades K-12; school advocacy experience (i.e., IEP, SST engagement) a plus.
- Familiarity with college application processes, scholarship research, and financial aid preferred.
- Excellent organizational, verbal, and written communication skills.
- Competency with computers and MS Office Suite.
- Respect for and ability to work with people from diverse backgrounds, including youth and families.



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## **REQUIREMENTS:**

- Must be able to receive clearance through a fingerprint/background check (criminal and child abuse) .
- Possession of a valid California driver's license, a clear DMV record, current automobile registration, and an insured automobile in good working condition.
- Must be at least 21 years old and meet insurance company approval to drive the agency's 12-passenger van.
- Vaccination for COVID-19 required.

## **SALARY:**

The starting salary range for this position is \$50,000-\$57,000.

## **APPLY:**

Please email your résumé and cover letter to: [AdminHR@fssba.org](mailto:AdminHR@fssba.org). **Please attach all documents in PDF format.** All other file types/formats will not be considered.

Only candidates who meet our selection criteria will be contacted for the next step in our hiring process. Thank you for your interest in our position. We appreciate the time you have taken to apply.

Family Support Services  
303 Hegenberger Road, Ste. 400 - Oakland, CA 94621  
[www.fssba.org](http://www.fssba.org)

**Family Support Services is an equal-opportunity employer.** Family Support Services is committed to workforce diversity. Qualified applicants will receive full consideration without regard to age, race, color, religion, gender, gender identity, sexual orientation, health status, or national origin.