Program Coordinator- Soccer Without Borders  
Greater Boston

Soccer Without Borders (SWB) is a non-profit organization that uses soccer as a vehicle for positive change, providing newcomer refugee, asylee and immigrant youth with a toolkit to overcome obstacles to growth, inclusion, and personal success. Our programs provide youth who are traditionally excluded from extracurricular opportunities with a platform for positive engagement, an avenue for personal growth, and a toolkit for a brighter future.

About SWB Greater Boston
Our vision is to build a more inclusive world through soccer, where all youth have the opportunity to reach their inherent potential. Newcomer youth are one of the most vulnerable populations in the United States today, facing complex barriers to integration, academic success, and leading happy and healthy lives. Our model is rooted in research, which helps us understand the complex factors that affect the youth, families, and communities with whom we work. SWB’s model includes four organizational lenses: access and inclusion, health, youth development, and trauma-informed practices, each representing a body of research that informs our program design. Our programs integrate the three pillars of soccer, education, and community, supporting our participants to grow, integrate, and be successful.

SWB Greater Boston works in East Boston and will launch a new program in Chelsea, serving elementary, middle school and high school students. Student-athletes participate in after-school soccer programming, along with academic workshops and individual support and case management throughout the season. In addition to these direct service programs, SWB has family engagement activities for youth and their families to help them integrate into the larger Boston community and to serve their individual needs.

Position Description
The Program Coordinator is responsible for planning and leading implementation of after-school programming. Programming will include English-integrated soccer practice, community building activities, and academic support. The continued success of the program will depend heavily on the relationships cultivated between the Coordinator, participants, partners, and families. Additionally, the Program Coordinator will support the organization through administrative and program support roles, including but not limited to event planning and participation, partnership cultivation, communications, and other duties as assigned. We are looking for the best fit to sustain the success of the program, and aim to maximize the strengths of the person in this position. Lastly, the Program Coordinator will help us advance gender equity, launching the first SWB girls program in Chelsea.

**Note that this position is contingent on securing tentative grant funding.**

About this position
The Program Coordinator is responsible for the planning and implementation of quality programming in Chelsea, MA.

**Direct Service (60%):**
- Envision and deliver high-quality programming that centers the needs of newcomer youth
- Relationship building with Chelsea youth and families, recruitment, and retention
- Direct program planning & facilitation, head coaching at least one team
- Manage individual youth support and check-ins
- Restorative practices implementation
- Intern & volunteer supervision, feedback, and escalation of cases for concern
- Maintain high standards of monitoring and evaluation, ensuring quality and accuracy of data

**Grant Writing (30%)**: The program coordinator will manage a calendar of grant proposals, reports, letters of inquiry to current and prospective foundations to increase funding for programming and operational needs. This will also include maintaining accurate records.
- Conduct prospect research and monitor progress of grant seeking activities.
- Research and prepare grant proposals, reports, letters of inquiry, and other communications with foundation funders.
- Maintain accurate records and produce status reports as needed

**Organizational Participation (10%)**: The Program Coordinator will also play a key role in securing the inputs needed to ensure SWB Massachusetts can operate successfully. Specifically, the Program Coordinator has primary responsibilities in the following areas:
- Event Planning & Participation (including fundraising events such as Small Goals Big Change)
- Supervising Americorps service members (in partnership with Up2Us Sports)
- Social Media (providing material for communications, stories, photos, videos, etc.)
- Other projects as assigned

**Required Skills and Qualifications**
- Bachelor's degree or equivalent skills
- 1-2 years of relevant work experience
- Proven problem-solving skills and ability to address challenges with creative solutions
- Strong communication abilities, including the ability to communicate positively and effectively with diverse audiences
- Excellent organizational skills, strong attention to detail and ability to meet deadlines consistently
- Comfortable coordinating large groups of people, youth, and adults
- Commitment to the potential of all young people, and the power of sport to create social change
- Ability to work independently and take initiative
- Experience working with English as a second language students
- Work authorization in the United States
- Proficiency in Spanish or Portuguese

**Preferred Qualifications**
- 3-4 years of relevant work experience
- Cross-cultural experience
- Demonstrated leadership skills, strong ability to inspire and coordinate a team to deliver impact
- Driver's license and personal transportation

**Time Commitment and Compensation**
The Program Coordinator position is a full-time position based at our East Boston office, beginning August 2022. While the majority of this position will be completed during the weekday, oftentimes events and
training will occur on weekends and evenings. The salary for this position will be between $44,000-47,000, based on experience. This position includes a generous vacation time, flexible work environment, and a 401k retirement savings plan. Unfortunately, SWB is not able to provide visa sponsorship. SWB encourages persons of any race, ethnicity, faith, sexual orientation, gender identity, and background to apply.

Interested?
Please send a meaningful email or video introduction describing why you are interested in applying and what you think makes you a strong candidate, along with a resume to SWB Greater Boston Director at bruno@soccerwithoutborders.org. To help us with our process, please put "SWB Program Coordinator" in the title. Applications will be accepted until July 15, 2022.