



Student-Centered Learning, Community Science and Youth Participatory Action Research (YPAR) Coordinator

STATUS: .5 FTE (20 hours/week), Grant-Funded (USDA CYFAR), Year Round, Exempt

SALARY: \$32,500 (based on \$65,000 full-time equivalent base salary, higher based on experience and qualifications)

REPORTS TO: Executive Director

LOCATION: Milwaukee, WI

[TransCenter for Youth \(TCY\)](#) has over 50 years of non-profit experience working with Milwaukee youth. We advance educational equity in Milwaukee by operating and supporting small, student-centered high schools and innovative youth programs that move beyond one-size-fits-all models. Our programs empower youth to become agents of change in their lives and communities. We contract with Milwaukee Public Schools to run NOVA and Shalom High School as Partnership Schools for at-risk youth; the City of Milwaukee to charter Escuela Verde, an independent public school district; and El Puente High School, a private Milwaukee Parental Choice Program and Special Needs Scholarship Program school.

Position Summary

The SOE Coordinator is a TCY-level leadership role responsible for the successful implementation of the Scientific Outdoor Experiences program across all four high schools. This individual will serve as a high-level instructional coach, helping staff develop inquiry-based curriculum and increasing organizational comfort with scientific and digital literacy. The Coordinator will mentor site leads and collaborate with the IT Coordinator to ensure technology integration and scientific rigor.

Core Attributes

- **Commitment to Justice and Equity:** Recognizes the role of race, gender, other identities and socio-economic conditions in shaping disparities and disposition, is driven to improve conditions, and proactively learns about race, equity, and identity.
- **Results-Orientation:** Proven track record of achievement; perseveres despite obstacles and remains solution-oriented.
- **Communication and People Skills:** Adaptable under stress; able to deal with sensitive and confidential information while building strong professional relationships.
- **Technology Driven:** Proficient in navigating digital platforms including Google Education Suite, Microsoft Office, and specialized grant tools like StoryMaps.

Essential Duties and Responsibilities

This list of duties and responsibilities is not all-inclusive and may be expanded to include other duties and responsibilities, as leadership may deem necessary from time to time.

- **Curriculum Development & Staff Coaching:** Mentor/Coach the Northside and Southside Schools Coordinators and the IT Coordinator/Computer Science Teacher in developing student-centered, inquiry-based STEM curriculum.
- **Science Community Liaison:** Build and maintain connections with the local Milwaukee science community and research institutions to provide students with authentic mentorship and career pathways.
- **Scholarly Representation:** Share the program's relevant work and findings by presenting at scientific and educational conferences.
- **Data & Evaluation:** Support the program evaluator in collecting data to assess short-term and long-term goals across all sites.

Facilities and Operations

- **Grant Management & Alignment:** Facilitate the work plan to meet all USDA CYFAR deliverables, including Science Strikes Back (SSB), DOTS, and community placemaking series.
- **Budgetary Oversight:** Monitor grant disbursements in collaboration with the Executive Director and Grant Manager for expenditures and reporting.
- **Facilities:** Leads site-based planning and school improvement initiatives related to scientific inquiry and placemaking in collaboration with TCY leadership.
- **Transportation:** Assist with transportation of students or errands, as needed, in a TCY vehicle or personal vehicle.
- **Travel:** Able to travel to potential and current partnerships locations.

Skills

- Ability to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer service.
- Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices.
- Demonstrated self-starter with the ability to work with minimum supervision.
- Able to communicate effectively; maintain professional integrity, conveys facts and information clearly both verbally and written.
- Able to collaborate well with others: proactively contributes to group objectives; volunteers to help others.
- Good organizational skills.
- Able to build credible, trusting relationships with all stakeholder.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- Master's Degree (MS) in a scientific field preferred; Bachelor's degree in Science required.
- Licensure issued by the Wisconsin Department of Public Instruction (DPI) preferred.

Qualifications

- Experience: Minimum of 5 years of urban science teaching experience, with a heavy emphasis on inquiry-based and community-based learning.
- Valid Driver's License and vehicle insurance
- Language: Bilingual (English/Spanish) highly preferred.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or touch objects, tools, or controls and talk or hear. The employee is occasionally required to stand, walk, and reach above shoulders.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. This role will be in-person, in the community, and based out of the TCY office located at 1749 N 16th St, Milwaukee, WI 53205.

Equal Employment Opportunity

TransCenter for Youth is an equal opportunity employer and believes in equal opportunity for all employees and applicants. Accordingly, all employment decisions are based on the principles of equal opportunity. These decisions include recruitment, selection, promotion, transfer, discipline, compensation, benefits, training, and other personnel actions involving persons in all job titles and shall occur without regard to race, color, creed, religion, sex, marital status, pregnancy (including childbirth and related conditions), age, ancestry, national origin, disability, genetic information, veteran or military status, sexual orientation, gender identity, arrest and conviction records, the use or nonuse of lawful products off the employers' premises during nonwork hours, declining to attend meetings or participate in communications about religious or political matters, or any other characteristic protected by law.