



Youth Employment Coordinator

Cookie Cart

cookiecart.org

Cookie Cart is a nonprofit youth social enterprise that teaches life, leadership, and employment skills to teens of color through on-the-job and classroom experiences in nonprofit bakeries. We envision equitable communities where Cookie Cart alumni thrive and lead.

POSITION OVERVIEW: This full-time role will oversee and manage all day-to-day operations surrounding the youth experience in our bakeries, classrooms, and communities. This includes developing and facilitating training courses on bakery processes and employment. Scheduling, attendance tracking, data entry, onboarding youth staff, and developing daily work plans that fulfill the mission and production needs of Cookie Cart. This position will work with the Bakery Operations/Educational Program Director to ensure that the youth we serve gain a fulfilling experience in a safe and inclusive bakery and classroom.

There are two openings for this position. One will oversee the youth training program at our Minneapolis bakery (1119 West Broadway Avenue) and one will oversee the youth training program at our Saint Paul bakery (946 Payne Avenue).

PRIMARY DUTIES/ RESPONSIBILITIES

- Classroom instruction- administer Cookie Cart's curriculum that provides life, leadership, and employment skills to youth of color in the Cookie Cart program. Prepare them to be hired and promoted into leadership roles.
- In partnership with the bakery operations team and programs team, work to develop an experiential learning program that focuses on job readiness.
- Develop and facilitate youth training- creating positive outcomes and outputs while preparing them for next steps in their career.
- Track and report outcomes and outputs of youth employees.
- Schedule and track attendance for youth staff in the bakery, including payroll training.
- Salesforce data entry- updated and accurately tracked for all youth staff.
- Lead community events- preparing youth staff through role modeling and training to be great Cookie Cart ambassadors.
- Collaborate with programming and bakery staff to help with onboarding and off-boarding youth staff.
- Advanced Leaders engagement- provide education and training to youth in our advanced leadership program that will prepare them to work in a peer leadership role as training assistants.

REQUIRED SKILLS, ABILITIES, AND COMPETENCIES

- Passion for youth development and collaborating with like-minded professionals.
- Strong written and oral communication skills, including developing and presenting in PowerPoint.
- Computer proficiency- strong working knowledge of Excel, Word, PowerPoint, Outlook, and CRM.
- Carry out all responsibilities to keep equity and inclusion at the forefront, creating a safe space for our youth, volunteers, and co-workers.
- Must be able to role model a professional image.

QUALIFICATIONS

- Minimum of 5 years of results-orientated experience with or in youth development.
- Some college coursework, preferably in youth development.
- BA/BS degree preferred in Education, Youth Development, or related field.
- Valid Class C driver's license.

WORK SCHEDULE

Monday-Friday, some or most evenings (programming time for youth runs about 3:30/4pm-7-7:30pm), and some weekend requirement for fundraising/experiential youth events. This is not a remote or hybrid position, however, we offer one remote day (typically Fridays) for administrative and/or any other signed remote work. Typical start time for this role runs around 10/11am.

Benefits: Paid medical, dental, and life insurance, paid time off, paid holidays, and an employer matched retirement plan.

We pride ourselves on inclusiveness and honor diverse strengths, contributions, voices, and backgrounds. Cookie Cart provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.