

**OPPORTUNITY ZONE COORDINATOR
INDIANA BLACK EXPO, INC.
JOB DESCRIPTION**

Department: OpportunIndy

Direct Reports: Yes

Report to: Vice President of Administration and Programs

Employment Status: Full-Time

FLSA Status: Exempt

Pay Status: Salaried

Background

Opportunity Zone (“OZ”) is a collaboration of organizations, service providers and schools who work with opportunity youth in a geographic Opportunity Zone in the 46218 zip code area in Indianapolis to build a culture of achievement. These youth move through an opportunity pipeline that provides comprehensive support through middle and high school, college or career. Financial support for this program comes from a three-year P3 grant awarded by the U.S. Department of Education to the City of Indianapolis.

The Opportunity Zone Coordinator will concentrate his/her efforts to oversee intensified services to registered youths and their families. The Opportunity Zone will work in tandem with OpportunIndy, a broad community-based initiative of Indiana Black Expo aimed at improving the life outcomes of African American males, ages 14 to 24 in Indianapolis.

Position Overview:

The Coordinator will lead a team that includes the OZ Connectors who are the primary contact for OZ families, as well as a group representing multiple agencies and organizations. The Coordinator is responsible for ensuring the success of the team by providing training, coaching, and problem-solving to Connectors. The position is responsible for creating collaboration among the Engagement Teams.

This position informs, supports, and reinforces behavior health strategies within all program teams. This position will participate in leadership team meetings to inform the full engagement process and provide support related to OZ families in all program teams, and be an integral part of a group of key organizational stakeholders that are overseeing the implementation of the project.

PRIMARY RESPONSIBILITIES

Engagement Team Management:

The OZ Coordinator will work directly with OZ Connectors within the Engagement Team to support outcomes for OZ families. The Coordinator participates in strategic and operational planning meetings focused on effectiveness of the Engagement Team. The Coordinator leads in the development of processes and protocols that promote effective engagement of OZ families and the community. Coordinate activities under OpportunIndy to ensure greater collective impact.

Program Development:

The Program Coordinator will work with OZ leadership to support program development and the implementation culture across all program teams. This position will also provide case consultation within case planning meetings across all teams. The position provides oversight to a team of OZ Connectors with a focus on achieving results. Supervision responsibilities include managing day-to-day workload; monitoring and supporting the effectiveness of their work through ongoing evaluation, real-time feedback and progress tracking tied to family outcomes.

Partner Collaboration:

Promote effective collaboration between OZ Connectors and program partners by developing shared goals within family achievement plans. Promote effective engagement of partners in these achievement plans. This will require extensive coordination with community agencies and partners of the OpportunIndy Strategy Teams.

Outcome –Focused:

Foster a culture focused on achievement within the Engagement Team. Ensure that OZ Connector is fully utilized to promote and monitor achievement. Use data of families and children in OZ to drive workload. Document and report on the progress of staff, families and partners, and work cooperatively with the external evaluators to ensure benchmarks and goals are being achieved.

Job Qualifications:

- A bachelor's degree in a related field is required, master's preferred with a minimum of five (5) years of professional experience in the non-profit sector.
- Experience providing supervision and program management to diverse staff required.
- Experience working with diverse populations, providing home or community-based services, training in evidence-based practices also required.
- Knowledge of and/or experience with federal, state and local grant funding reporting, performance-based contracting and outcome evaluation.

Required Knowledge, Skills and Abilities Include:

- Excellent interpersonal communication and motivation skills.
- Commitment to professional development training, including understanding technology and data management systems.
- Ability to supervise with multiple tools to drive results, including an asset-based approach as well as direct accountability measures.
- Ability to work collaboratively as a member of an internal team, as well as in collaboration with community partners.
- Strong commitment to expectation that youth growing up in Indianapolis can succeed in academics and college, and experience in working effectively in multicultural environments.

Accountability:

The Opportunity Zone Coordinator reports to the Vice President of Administration and Programs.