

## **INDY P-3 PILOT - YOUR LIFE MATTERS (YLM) CONNECTOR JOB DESCRIPTION**

YLM 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. The Connectors will work specifically in Beechwood Gardens and Hawthorne Place Apartment Communities.

### **Position Overview:**

The primary role of the OZ Connector is to inspire belief in students (and families) that they will succeed and remove barriers to their success so that students are college and career ready, attend college or obtain work and do not have contact with the justice system. Connectors are our “family coaches that partner with parents or guardians at every step of their journey to prepare their children for college or career. As a Connector, you will act as a true family partner, helping parents to set and achieve their goals.

OZ has built a full continuum of supports with various service provider partners and schools. Your role is to connect families with the right resources from these partners, and continually inspire them along the way to reach even higher goals.

As a Connector, you will be a part of a unique team that works hand in hand with you to support families by getting them priority placement with our partner programs. In addition to great team members, you will have excellent tools at your fingertips – including a case management database which provides you with instant access to family goals so that you become part of a networked team of support for the family. You will track the success of each family using this tool.

### **PRIMARY RESPONSIBILITIES**

#### **Recruitment and Support:**

- Follow OZ recruitment strategies and recruitment targets to reach, encourage, and sustain family enrollment and involvement in OZ
- Help families access and align whole family wrap around resources through OZ Connect case management database to support family success plans
- Develop and track the success plans of families in OZ Connect case management database to encourage, support and facilitate progress on goals
- Support parents ability to move their children through an education pipeline represented through OZ Connect case management database
- Support family involvement in parenting and family support programs
- Address barriers to student success internal to families

#### **Partner Collaboration:**

- Work with the Engagement Team to develop and implement the OZ family support process on location

#### **Data Tracking:**

- Responsible for keeping all family – and process-related data about families up-to-date in OZ Connect case management database

- Maintain and keep up-to-date, all contact, referrals, case planning conversations and progress

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**Job Qualifications:**

- A bachelor's degree in social work or a related field with a minimum of two (2) years of experience in community organizing or related field, or a combination of equivalent experience and training
- Zone or 46218 residents are preferred

**Knowledge, Skills and Abilities Include:**

- Ability to learn and grow through a professional development plan process
- Knowledge of Indianapolis and the ability to develop and maintain strong relationships with Zone families
- Ability to work with Microsoft Office software including Word, Excel, Access and Outlook
- Ability to understand and effectively use technology and data management systems
- Knowledge of or willingness to learn about the cultural and internal barriers to family success in raising college and career-ready children
- Strong commitment to expectation that children grow up in the 46218 zip code can succeed in academics and college
- Experience in working effectively in multicultural environments

**Accountability:**

The Connector reports to the Opportunity Zone Coordinator and will be employed by Indiana Black Expo, Inc.