



JOB TITLE: California Programs Coordinator

REPORTS TO: Chief Executive Officer

DEPARTMENT: Programs

PAY STATUS: Part-Time, Hourly, In-Person (Northern California)

POSITION SUMMARY:

This is an opportunity to help launch and shape the Ryan Nece Foundation's first California programs. Rather than stepping into an established role, you'll help build our Bay Area presence, facilitating our proven Student Service Club™ leadership curriculum (fully provided, with training included) and inspiring high school students to grow as servant leaders in their schools and communities.

As the Ryan Nece Foundation's first California Programs Coordinator, you'll help grow the organization's presence in Northern California, representing our 20-year mission with professionalism and enthusiasm, while building lasting relationships with school staff, students, and community partners. You'll work closely with our CEO on strategy and support, while having significant independence to manage your own schedule and school-site relationships.

MAJOR DUTIES:

- Facilitate the foundation's Student Service Club curriculum at 4-6 high schools or community partner sites in the Bay Area, with one on-site monthly meeting per location. All lesson materials and training are provided.
- Build and maintain trusted relationships with school staff, students, volunteers, and community partners. Creating a positive, engaging program experience is the heart of this role.
- Organize and support community service projects and additional volunteer activities as needed.
- Track attendance, service hours, and program outcomes, and meet reporting, recruitment, and recognition milestones required by the foundation, funders, and community partners.
- Support the development of new school and community partnerships to expand program reach in the Bay Area.

WHAT SUCCESS LOOKS LIKE:

- Clubs meet consistently and on schedule at every assigned site.
- School staff, students, and community partners trust you and see you as a reliable, positive presence.
- Students show growth in leadership skills and increased engagement in their school and community.
- Reporting and evaluation deliverables are accurate and on time.
- You represent Ryan Nece Foundation's mission well and help build a strong foundation for the organization's growth in California.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Interact and collaborate with school teachers, administrators, district leaders, nonprofits, and other youth organizations.
- Work with the CEO on higher-level strategy and support, while independently managing your day-to-day schedule and school relationships.



- Respond to teacher and student concerns to help ensure a positive experience for participants and school partners.
- Document youth participation and assist with verifying student attendance and community service.
- Represent the foundation positively and support broader volunteer engagement and public relations efforts.
- Assist with special projects and other assignments as requested by the CEO, as availability allows.

SPECIFIC EXPERIENCE AND SKILLS REQUIRED:

- Demonstrated leadership, coaching, or mentoring experience with high school youth.
- Bachelor's degree in business administration, social science, liberal arts, or social work, OR an equivalent combination of training, experience, and education.
- Nonprofit program coordination experience preferred, but not required.
- Proficiency in Microsoft products (Outlook, Teams, Word, PowerPoint, Excel), Canva, Zoom, Jotform, internet research, and email communication.

WORKING HOURS AND COMPENSATION:

- Part-time, hourly role (approximately 40–60 hours per month). In practice, this typically covers overseeing 4-6 school sites or community partners, plus prep, reporting, and relationship-building time. This is a 10-month position beginning in August/September, with flexible hours over the summer. We're looking for someone who can commit to our schools for the full school year.
- Flexible schedule to accommodate lesson delivery, service project support, and reporting requirements. At least one Saturday and one evening per school quarter may be required. This role calls for adaptability across office, remote, classroom, partner, and event settings.
- Hourly rate of \$30 per hour (can be discussed based on qualifications and experience).
- Travel between school sites in the Bay Area (during school hours), with mileage reimbursement provided. Reliable transportation is required.

This role offers a unique opportunity to inspire the next generation of youth leaders and make a lasting impact on the school and community. If you're dedicated to servant leadership and student success, we encourage you to apply!

TO APPLY:

To apply for this position, please submit cover letter and resume to melissa@ryannecefoundation.org. In your cover letter, we suggest answering questions like, “What excites you about helping launch our Northern California programs?” and “What draws you to working with high school youth?”

Please, no phone calls. Employment is contingent upon successful completion of Child Safety Background Screening. Ryan Nece Foundation does not discriminate on the basis of race, color, religion, national or ethnic origin in the hiring of this position. To learn more about our foundation, visit ryannecefoundation.org.