



## Future Focused Education Job Description

**Job Title:** X3 Intern Coach

**Status:** Part-time, non-exempt

**Location:** Albuquerque, Santa Fe/Northern NM, and remote work (statewide)

### **Future Focused Education:**

Future Focused Education (Future Focused) is an Albuquerque-based nonprofit organization. Our mission is to create healthier and more prosperous communities by advancing the best education for students who need it the most. We envision schools as sites of innovation and opportunity, where students become the creators of healthy and prosperous communities. Future-Focused staff collaborate locally and nationally with innovative schools, employers, and a breadth of community partners to advance practices, programs, and policies that improve equity and opportunity for young people. Future Focused is committed to promoting racial and economic justice through our work with culturally diverse communities to transform education and our communities.

### **Position Summary:**

Future Focused Education's X3 Internship program provides paid internships for local youth outside the classroom and inside the workforce. Young people will be paired with local government agencies, non-profits, and employers to provide meaningful, paid work experiences and adult mentorship, opening doors to explore future careers, training, and higher education.

The X3 Intern Coach promotes the success of the X3 Internship Program by facilitating effective social, emotional, and work-based learning coaching for interns, employers, and other key partners while offering hands-on support for all.

### **Essential Duties and Responsibilities:**

The X3 Intern Coach, under the supportive supervision of FFE's Assistant Director of Social Emotional Learning will collaborate with FFE leadership and X3 staff and work directly with key stakeholders. The descriptors below are illustrative only of the tasks performed by this position and are not all-inclusive.

### X3 Coaching Support

- Monitor and maintain proactive, problem-solving communication with X3 interns, X3 Mentors, and X3 Staff to ensure successful internship participation and completion.
- Provide regular support to X3 interns, offering 1-on-1 meetings and coaching.
- Cultivate positive relationships with X3 Employer Mentors to ensure strong lines of communication and support
- Support mentor/intern orientations, training, etc., and offer ongoing feedback for improvement.
- Monitor interns' progress and learning milestones during internship sessions (e.g. ImBlaze tracking, 1:1 coaching/mentorship, site visits)
- Monitoring intern time logs and ensuring that accurate time is recorded for interns time at internship

### Professional Development

- Attend required professional development and training sessions (e.g., Coach onboarding, training, and orientation).
- Research employer/community partner position descriptions and work settings for individual interns.

### **Work Environment:**

Work is performed in a variety of business, education, and office space settings. Willingness to travel around the programming location and reliable transportation is required. Evening, weekend, and/or holiday work may be required. Work will sometimes take place remotely; internet access is required. Regular communication with the supervisor is expected in-person, via web conference, email, text, and phone.

### **Qualifications:**

#### Education

High School diploma required. Associate's or Bachelor's degree preferred.

Background check required.

#### Experience

- Minimum two years of work experience in education, case management, workforce training, youth programming, youth recreation, or mentorship, especially in settings serving youth.
- Experience in work-based learning or service-learning program development and implementation.
- Experience directly supporting youth via mentorship, case management, social work practice, teaching, or coaching.
- Experience and a passion for working with adolescents and young adults as they prepare to transition into adulthood.
- Experience with group facilitation.

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## Skills

- Exceptional organizational and time management skills, problem-solving, dependability, and integrity.
- Strong interpersonal skills, including the ability to exercise cultural competency and manage multiple types of relationships in professional, educational, and outreach settings.
- Self-reflective and a willingness to continually learn and grow via reflective supervision, collaborative group learning, positive and constructive feedback and professional development opportunities.
- Must manage multiple types of relationships in professional, educational, and diverse community settings.
- Genuine interest and ability to build healthy relationships with youth and young adults.
- Strong written and verbal skills.
- Must be community-oriented and highly motivated.
- Functional knowledge of Microsoft Office and Google Suite.
- Spanish language skills are highly preferred.
- Knowledge and connection to local communities.
- Willingness to learn and use software utilized in the internship program (e.g. ImBlaze)

## Alignment with FFE's Guiding Principles

- We seek to work in collaboration
- We choose to influence rather than control
- We value local wisdom to inform our work
- We are responsive to the local community, and we follow through on our commitments
- We are learners, and we adapt based on the “data” we collect
- We use an asset-based perspective
- Transparent communication is a tool for growth
- We challenge ourselves to root all work in racial and economic justice
- Our mission “to provide the best education for the students who need it the most” informs and guides our work

## **How to Apply:**

For consideration, the applicant must submit a cover letter, resume, and three references to Kim-Lanoy Sandoval, Executive Director, [info@futurefocusededucation.org](mailto:info@futurefocusededucation.org)

Part-time grant funded position, 25-hours per week

No scheduled work hours during breaks between internship sessions and during winter break (last two weeks in December + first two weeks in January).

Qualified candidates will be contacted for an interview.

This position is estimated to begin January 2025.

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