



Success Street Coordinator Job Description

Position Summary

The Success Street Coordinator is responsible for planning, coordinating, and implementing school-based health and wellness initiatives funded through federal, state, and local grants. This position serves as the primary liaison between school districts, healthcare providers, community organizations, families, and funding agencies to ensure students have access to health, behavioral health, and community resources.

The Coordinator oversees daily operations of Success Street sites, ensures compliance with grant requirements, facilitates collaboration among community partners, supports student and family engagement, and creates welcoming environments where students can easily access services. This position requires strong organizational, communication, and relationship-building skills while balancing program administration, data management, and operational responsibilities.

Essential Duties and Responsibilities

Program Coordination & Grant Administration

- Coordinate and implement grant-funded school-based health and wellness programs in accordance with grant goals, timelines, deliverables, and performance measures.
- Ensure compliance with grant requirements, school district policies, and applicable state and federal regulations.
- Monitor program outcomes by collecting, tracking, and reporting required data for grant reporting and evaluation.
- Assist with budget monitoring, documentation, and allowable grant expenditures.
- Participate in quality improvement initiatives, sustainability planning, and program evaluation activities.
- Prepare documentation and coordinate site visits for funding agencies and community partners.

School & Community Partnerships

- Serve as the primary liaison between schools, healthcare providers, community organizations, funders, and other stakeholders.
- Develop and maintain collaborative relationships with school administrators, nurses, counselors, teachers, and support staff.
- Participate in school and district meetings to promote collaboration and integration of Success Street services.
- Support district planning initiatives related to student health and wellness.

Student & Family Support

- Reduce barriers to accessing healthcare and community resources for students and families.
- Coordinate student outreach, wellness initiatives, prevention education, and health promotion activities.
- Connect students and families with appropriate community services and providers.
- Facilitate student engagement opportunities including Peer Education and Student Ambassador programs.
- Explore and develop opportunities to establish Success Street Champions within each school building.

Provider Coordination

- Coordinate office space and schedules for community providers at all Success Street locations.
- Develop and distribute provider schedules to school personnel and collaborating agencies.
- Coordinate referrals and communication among providers and school staff.
- Facilitate quarterly provider meetings.
- Collect provider feedback, success stories, and recommendations for continuous program improvement.

Communication & Community Outreach

- Coordinate annual Back-to-School events and community outreach activities.
- Maintain regular communication with school districts regarding Success Street services and programming.
- Provide weekly social media content and promotional materials.
- Assist with newsletters, parent communications, and awareness campaigns.
- Ensure educational materials and referral resources remain current and readily available.
- Manage Success Street website and ensure website content stays current and relevant.

Program Operations

- Maintain accurate daily records of student visits and program activities.
- Coordinate implementation of student surveys and other evaluation tools.
- Ensure sites remain fully stocked with program supplies and educational materials.
- Coordinate distribution of Healthy Coping Kits and other health resources.
- Maintain updated referral information, provider schedules, school calendars, and resource directories.
- Manage secure communication by monitoring and routing messages to appropriate providers.
- Provide front desk coverage and general office support as needed.

Facility & Site Management

- Maintain clean, welcoming, and professional Success Street environments.
- Coordinate with school custodial and maintenance staff regarding facility needs including HVAC, carpet cleaning, pest control, safety drills, and other operational requirements.
- Address minor facility concerns and coordinate repairs as appropriate.
- Purchase office and program supplies as needed.
- Maintain seasonal decorations and welcoming common areas for students and families.

Team Development & Leadership

- Facilitate and coordinate quarterly Success Street Provider meetings.
- Facilitate team-building opportunities among providers and collaborating partners.
- Supervise and train Resource Navigator staff and volunteers to provide welcoming, trauma-informed customer service and connect students with community resources.
- Promote collaboration, communication, and continuous improvement among school and community partners.

Additional Responsibilities

- Perform other duties as assigned to support the overall success of the Success Street program. Responsibilities may include operational support, special projects, event coordination, facility oversight, and other tasks necessary to maintain effective program delivery.

Qualifications

Education

- Bachelor's degree in Public Health, Social Work, Human Services or a related field preferred.
- Equivalent combination of education and relevant experience may be considered.

Experience

- Experience coordinating community programs, grants, school-based services, healthcare initiatives, or nonprofit programs preferred.
- Experience working collaboratively with schools, healthcare providers, families, and community organizations.
- Experience with grant reporting, data collection, and program evaluation is preferred.

Knowledge, Skills & Abilities

- Strong organizational and project management skills.
- Excellent interpersonal, communication, and relationship-building abilities.
- Ability to manage multiple priorities while meeting deadlines.
- Knowledge of community resources and school-based health systems.
- Ability to maintain confidentiality and handle sensitive information appropriately.
- Proficiency with Microsoft Office, Google Workspace, and data management systems.
- Ability to work independently while fostering collaboration across multiple organizations.
- Demonstrated commitment to serving youth, families, and diverse communities.

Physical Requirements

- Ability to travel between multiple school sites and community locations.
- Ability to occasionally lift and transport program materials and supplies up to 30 pounds.

- Ability to stand, walk, and move throughout school buildings for extended periods.
 - Occasional evening or weekend hours may be required to support community events or special programming.
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Compensation

.80 FTE position, hourly salary is between \$26-\$29 commensurate with experience. SuccessLink offers a comprehensive benefits package, including single health insurance coverage (partially paid by employees), single full employer covered dental, single full employer covered vision, PTO, paid holidays, single full employer covered life insurance, single full employer covered short term disability, cafeteria plan, and 403b retirement plan with company match up to 3%.

Application Process:

Interested candidates should submit a resume and cover letter outlining their qualifications in the position to admin@successlink.us by Friday, November 6th.

SuccessLink is an equal opportunity employer. Join our team and make a meaningful impact on young people's health and wellness in our community!