



The Lincoln Center for Family and Youth
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JOB DESCRIPTION: PROJECT COORDINATOR DOJ STOP SCHOOL VIOLENCE GRANT

Title: Project Coordinator, DOJ STOP School Violence grant

FLSA: Exempt

Reports To: SVP TLC Education Institute

Organization Summary: The Lincoln Center for Family and Youth (“TLC”) is a social enterprise company serving the Greater Philadelphia Area for over 50 years. Founded in 1970 and incorporated in 1983, TLC is an entrepreneurial nonprofit providing innovative education, coaching, and counseling services to public school students and their families. For more information, please visit <https://TheLincolnCenter.com>

Position Summary: The Coordinator will manage project daily data management, ensuring activities are completed and objectives are met within budget. The Coordinator will collaborate with one (1) School Counselor at the Coatesville School District and be the primary liaison between the School District and The Lincoln Center for Family and Youth.

Essential Functions & Responsibilities:

- Collect data and adhere to the initiatives related to decreasing incidents of violence in school
- Implement an evidence-based school safety plan.
- Conduct assessments of schools and individuals to identify safety risks and individuals determined to be a potential threat to themselves or others receive a school threat assessment and are referred for services.
- Enhance multidisciplinary teams that identify school violence threats and mitigate those risks.
- Collaborate with the Project Trainer with project work related to addressing student mental health and behavioral challenges and adolescent stressors by way of Socio-emotional Learning training
- Develop and implement multidisciplinary behavioral threat assessment (BTA) and/or intervention teams.
- Provide specialized training or create specialized non-training policies for law enforcement who work in schools and/or with school-age populations such as school resource officers (SROs) and probation officers: Behavioral threat assessment in school settings.
- Serve as the Steering Committee Chair
- Work toward goals of improving students’ mental health, reducing adverse behaviors, chronic absenteeism, and academic deficits that may result from occurring school violence
- Manage project daily operations, ensuring activities are completed and objectives are met within budget

- Coordinate activities with Coatesville School District and The Lincoln Center for Family and Youth
- Responsible for ensuring project data is collected for evaluation and project continuous improvement
- Meet monthly with district administration and work on site at a minimum, weekly

Skills: • Flexible, self-directed, motivated, and meet deadlines

- Pro-social collaboration, communication, and problem solving
- Research-based knowledge of youth-focused intervention services
- Ability to implement and revise partnerships and programs as needed
- Capacity to work with and unite disparate groups
- Strong sense of compassion and commitment to helping people
- Maintaining consistency with program expectations to encourage academic, social, and personal growth
- Strong relationship- and team-building skills
- Ability to work in a team-driven environment with social services personnel and educators
- Ability to communicate clearly
- Strong organizational skills
- Multi-tasking capability
- Detail-oriented

Education and Experience: Master’s degree in education, counseling, social work, or related areas and at least 5 years of administrative experience in education. Additionally, the project director will have credentials to train in project evidence-based practices. Preference given to candidates with experience managing federal grants.

Work Environment: School settings

Work Hours: This is a 52 week full-time position.

Travel: Travel is occasional, between schools.

EEO Statement: TLC is committed to a policy of Equal Employment Opportunity and does not discriminate on any legally recognized basis, including, but not limited to, race, age, color, religion, sex, marital status, national origin, citizenship, ancestry, physical or mental disability, veteran status, or any other basis recognized by federal, state or local law.