

We are looking for a Program Coordinator – Best Buy Teen Tech Center to join our growing team at Project Success. Project Success is a youth development nonprofit organization that helps students connect to their purpose. We work with more than 16,000 6th-12th grade students and their families annually and have more than 225,000 alumni around the world. [Best Buy Teen Tech Centers](#), established in partnership with [The Clubhouse Network](#), offers young people exploration to youth-led, project-based safe places for youth to experience technology, work with peers and mentors, and develop the skills needed for future career or college pursuits. Learn more at [projectsuccess.org](http://projectsuccess.org)

The Program Coordinator – Best Buy Teen Tech Center supports the Program Manager – Best Buy Teen Tech Center in delivering high-quality programming for youth in grades 6-12. The Program Coordinator – Best Buy Teen Tech Center will work primarily during the Teen Tech Center's open hours to foster a welcoming, creative, and inclusive environment. This role involves mentoring youth, assisting with technology-based projects, and ensuring the center runs smoothly during open hours.

This role is part of the Programs team at Project Success.

Our ideal candidate is passionate about providing support and resources to young people and is familiar with technology, digital tools, and/or creative software. They take pride in creating a welcoming and inclusive environment for all participants. This role will require strong communication skills and the ability to establish and maintain effective working relationships with students, staff, volunteers, and community partners.

### Core Job Responsibilities

#### Youth Engagement

- Welcome and mentor youth ages 11-18, encouraging their interests and passions in technology, arts, and creative expression
- Support youth in developing and completing projects such as music production, digital design, coding, and multimedia arts
- Foster a safe and inclusive space that encourages collaboration and creativity

#### Program Support

- Assist in the implementation of workshops, programs, and drop-in activities aligned with Best Buy Teen Tech Center goals
- Provide hands-on support with tools and technologies such as Adobe Creative Suite, music production software, 3D printers, and more
- Collaborate with the Program Manager – Best Buy Teen Tech Center to plan and execute special events and community initiatives
- Work alongside staff, volunteers, and community partners to deliver high-quality programming
- Participate in regular team check-ins and training sessions

### Operational Duties

- Ensure equipment is maintained, organized, and operational during open hours
- Monitor attendance and participation, documenting data as needed
- Support troubleshooting and resolving minor technical issues

### Other Duties as Assigned

## Mission, Vision, and Values + Inclusion, Diversity, Equity, and Accessibility

We are looking for individuals that are passionate about the success of our students and share the mission, vision, and values of PS.

**Mission:** Project Success motivates and inspires young people to dream about the future, helps them take steps to get there and gives them the tools they need to achieve their goals

**Vision:** Every child entering middle school will graduate high school with a plan for their future and have the skills and confidence that will take them through the rest of their lives

### Values:

Kids First!	Dependability, Reliability, and Trust
A Non-Judgmental Environment	Willingness to Grow and Change
Love is the Key	Develop Healthy Relationships
Clear and Open Communication	Sustain Excellence

### Commitment to Inclusion, Diversity, Equity, and Accessibility (I.D.E.A.):

Project Success strives to connect students to their purpose by creating programming that truly serves our students and families. We envision a Project Success where inclusion, diversity, equity, and accessibility are fully integrated into everything we do. We are an organization that cares deeply about students, families, and community, share our values, and are committed to practicing ongoing anti-racism work and I.D.E.A. principles.

## Education, Experience, and Skills

*Please note that while the below qualifications are preferred for this position, we do not expect any one person to necessarily have all the items listed. We highly encourage people with a wide range of education, experience, and skill levels to apply for this position.*

- High school degree required
- 2+ years of experience working directly with students facilitating creative workshops or in an education or youth development environment
- Experience mentoring or working with youth from diverse backgrounds
- Familiarity with technology, digital tools, or creative software (e.g., Adobe Creative Suite, Logic Pro, or 3D printers)
- Technical knowledge of music production, video editing, or coding
- Strong interpersonal, communication, problem-solving and organizational skills
- Ability to create a welcoming and inclusive environment for all participants
- Excellent problem-solving and communication skills, written and verbal

- Tech-savvy and proficient with Microsoft 365 - PowerPoint, Excel, Word, Outlook
- Self-motivated, extremely reliable, ability to work with clear instruction
- Interest in supporting programs that empower underrepresented communities

## Job Requirements

- Must have a valid driver's license and auto insurance
- Ability to sit and/or stand for prolonged periods, including movement up and down stairs and throughout office environment and at events
- Must be able to lift 25 pounds consistently, and up to 50 pounds on occasion

## Position Details

This is a part-time role requiring 16-24 hours per week, typically scheduled Monday - Friday from 3:30 PM to 7:30 PM during the school year. Some schedule adjustments for summer break and occasional special events will be necessary. Work for this position will be conducted onsite at the Project Success office, with no remote work flexibility due to the nature of the role. More details regarding schedule and hours will be discussed during the interview process.

The compensation package includes the following:

- \$19 - \$21 an hour
- 6 days of paid Sick & Safe Time, with unused days rolling over for up to a maximum of 10 days
- SIMPLE IRA retirement plan with up to a 3% match
- Free parking at the PS office

## To Apply

Please email the following to [apply@projectsuccess.org](mailto:apply@projectsuccess.org) with a subject line including the name of the position, addressed to the Director of Strategic Initiatives, Emily Heagle.

- Resume
- Cover Letter
- References
- Where you heard about us and/or found the job posting

To learn more, visit: <https://www.projectsuccess.org/join-our-team/>

*Project Success is dedicated to building a diverse and inclusive team. We strongly encourage candidates from a wide variety of backgrounds and experience levels to apply!*