



Job Description: Conocimiento Lead Coordinator, Early Intervention Programs & Services

Reports To: Teen Center Manager

Location: Fillmore, CA (Some Travel)

Job Type: Part-Time, 20 - 25 Hours A Week, Paid Bi-Weekly, Hours May Increase depending on Program Needs (*90 Day Probationary Period*)

Program: Conocimiento – To Learn More Visit -

<https://myonestep.org/conocimiento>

Program Overview

Conocimiento at One Step A La Vez (OSALV) is a culturally responsive youth development and behavioral health early intervention program designed to support the mental, emotional, social, and leadership development of youth ages 12–19 and their families. The program serves youth impacted by Adverse Childhood Experiences (ACEs), behavioral health challenges, social isolation, systemic inequities, and limited access to supportive services.

Through youth leadership development, behavioral health awareness, peer support, wellness activities, family engagement, outreach, and culturally rooted programming, the Conocimiento Lead Coordinator promotes resilience, positive identity development, emotional wellness, social connectedness, and healthy decision-making. The program integrates prevention and early intervention strategies that help youth build protective factors and strengthen their capacity to thrive.

The Conocimiento Lead Coordinator plays a critical role in implementing youth-centered programming that creates opportunities for youth voice, leadership, healing, community engagement, and behavioral health support.

Position Summary

The Conocimiento Lead Coordinator is responsible for coordinating and implementing youth leadership, wellness, and behavioral health early intervention activities. In consultation with the Teen Center Manager, the coordinator will assist in the development of a structured curriculum and will coordinate program activities using the Conocimiento logic model. They will also coordinate youth leadership development activities, Family Dinner & Wellness Discussions, community and youth engagement initiatives.

This position works directly with youth, families to build protective factors, strengthen resilience, reduce social isolation, and improve behavioral health outcomes. The

Coordinator will create safe and welcoming spaces where youth feel empowered, connected, supported, and valued.

The ideal candidate is passionate about youth empowerment, community engagement, behavioral health prevention, leadership development, and culturally responsive programming.

Essential Duties and Responsibilities

Teen Drop-In Center Support and Coordination

- Under the supervision of the Teen Center Manager, support the daily operations of the Teen Center and assist in the implementation of daily activities, and services.
- Create a safe, structured, welcoming, and inclusive environment for youth ages 12–19.
- Coordinate and facilitate youth-centered programming focused on wellness, leadership, prevention, social connection, and personal development.
- Ensure programming promotes resilience, emotional wellness, protective factors, and behavioral health outcomes.
- Utilizing a CRM Database, maintaining participant engagement and attendance records.
- Support youth experiencing social isolation, trauma-related stress, or early behavioral health concerns.

Family Dinner & Wellness Discussions

- Develop activities and discussion topics focused on behavioral health, wellness, resilience, and healthy relationships.
- Coordinate and facilitate quarterly Family Dinner & Wellness Discussion events. Foster a trauma-informed, culturally responsive, and strengths-based environment.
- Encourage family engagement and positive youth-adult connections.
- Coordinate participant surveys and outcome assessments.
- Ensure events promote social connectedness, emotional wellness, and protective factors.

Youth Planning Meetings

- Facilitate Youth Planning Meetings utilizing consensus-based decision-making practices.
- Support youth participation in program planning and leadership activities.
- Guide youth through event development, logistics, problem-solving, and decision-making processes.
- Foster leadership, teamwork, perseverance, and goal-setting skills.
- Encourage youth ownership of program activities and events.

- Ability to work with agency partners and coordinate activities based on contractual agreement.

Behavioral Health & Prevention Support

- Promote mental health awareness and behavioral health prevention education.
- Support youth in developing healthy coping skills, emotional regulation, and resilience.
- Assist with referrals and linkages to behavioral health and community services when needed.
- Foster supportive peer relationships and positive social engagement.
- Utilize trauma-informed and culturally responsive approaches in all interactions.

Documentation, Reporting & Compliance

- Using the organization's CRM and other data collection tools, maintain accurate program records, attendance logs, incident reports, activity documentation, and participant information.
- Track youth participation and program performance measures.
- Complete required reports and data entry by established deadlines.
- Assist with surveys, assessments, and evaluation activities.
- Ensure compliance with organizational policies, confidentiality requirements, and funding expectations.

Team Collaboration

- Participate in staff meetings, supervision, professional development, and training.
- Work collaboratively with program staff, youth leaders, behavioral health providers, and community partners.
- Support continuous quality improvement efforts.
- Maintain professional and ethical standards in all interactions.
- Assist in other duties as assigned by the Teen Center Manager and/or Executive Director.

Minimum Qualifications

- Degree of Higher Education in Social Work, Psychology, Human Services, Counseling, Education, Youth Development, Public Health, or related field preferred.
- One Step A La Vez values lived experience, cultural knowledge, community leadership, and demonstrated professional experience. Equivalent combinations of education, training, volunteer service, community leadership, and relevant work experience will be considered in lieu of formal educational requirements.

- Minimum 1–2 years of experience working in youth development, behavioral health, community programming, recreation, or social services.
- Minimum 1 year of supervisory or leadership experience preferred.
- Experience working with adolescents and underserved populations.
- Knowledge of trauma-informed care, positive youth development, and culturally responsive practices.
- Strong communication, organizational, and conflict-resolution skills.
- Ability to manage multiple responsibilities in a fast-paced environment.
- Bilingual in English and Spanish required.
- Must possess and maintain a valid California driver's license throughout employment.
- Reliable transportation and current automobile insurance are required.
- Ability to travel regularly for meetings, learning excursions and community events and providing transportation to youth.
- Ability to pass background clearance requirements initially upon hire and throughout annual compliance.
- CPR/First Aid certification preferred.

Preferred Qualifications

- Experience working in youth centers, drop-in programs, or after-school programs.
- Familiarity with behavioral health prevention and early intervention services.
- Experience with youth leadership development models.
- Knowledge of ACEs, resilience frameworks, and behavioral health protective factors.
- Experience working with LGBTQ+, immigrant, first-generation, and justice-involved youth.
- Experience with data collection, outcome tracking, and program evaluation.

Core Competencies

- Youth engagement and mentorship
- Leadership development
- Trauma-informed care
- Cultural humility and responsiveness
- Group facilitation
- Community outreach and partnership development
- Behavioral health prevention and wellness promotion
- Communication and public speaking
- Organization and documentation
- Team collaboration and adaptability

Schedule & Working Conditions

- Schedule is Monday to Friday working between the hours of 11:00 – 7:30 p.m. and set upon hire. Flexibility is a must.
- Occasional weekend work is required to support community activities and events.
- Mandatory Two-Weeks of Time-off both during Summer and End of Calendar Year.
- Work performed in offices, community, and field-based environments. Frequent travel throughout Fillmore, Piru, Santa Paula, and surrounding communities.
- Frequent interaction with youth and families in group settings and community events.

Physical Requirements

- Ability to sit, stand, walk, bend, and move throughout program locations for extended periods.
- Ability to lift and carry supplies, equipment, and materials up to 50 pounds.
- Ability to supervise indoor and outdoor youth activities.

Compensation and Benefits

Compensation ranges from \$20.00 to \$24.00 per hour, based on a combination of education, qualifications, and relevant experience. Employees receive five (5) paid sick days annually. No holiday pay, vacation benefits, medical benefits, or dental benefits are provided with this position. Eligible employees may voluntarily participate in the organization's 401(k) retirement savings program in accordance with plan requirements and eligibility guidelines.

Application Process: Please submit your resume, cover letter, and any relevant certifications to pedro@myonestep.org. In your cover letter, please detail your experience in early intervention services and your approach to working with teens and young adults.

Revised: 6/23/2026

Equal Opportunity Employer Statement

One Step A La Vez is an Equal Opportunity Employer committed to fostering a diverse, inclusive, and respectful workplace. Employment decisions are made without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, age, disability, veteran status, or any other characteristic protected by applicable law. All employment decisions are based on qualifications, merit, organizational needs, and the ability to perform the essential functions of the position.