



Position: Opportunity Hours Coordinator	
Reports to: Deputy Director	Direct Reports: 0
Employment Status: Part-Time	FLSA Status: Exempt
Pay Rate: \$25/Hour	Date Description Revised: 8/4/26

The mission of the Refill Jackson Initiative (RJI) is to empower young adults, ages 18 to 26, seeking an improved quality of life through tailored support and job training. In pursuit of this mission, RJI teaches young adults soft and technical skills in classroom settings and through on-the-job training opportunities. Opportunity Hours is a drop-in “third place” program for 18 - 26 year olds. This position is a part-time position, approximately 20 hours/week, exact schedule to be determined, but this position is required to be present on site during OH programming on Tuesday, Wednesday, and Thursday afternoons from 3:00 - 6:00 pm..

POSITION SUMMARY

The Opportunity Hours Coordinator (OHC) is primarily responsible for assisting the Deputy Director with the relaunch and ongoing implementation of the Opportunity Hours program beginning in September 2026.

The OHC will serve as the main coordinator for Opportunity Hours, which provides programming three afternoons per week for young adults ages 18 to 26. Programming will focus on career exploration, employability skill development, independent living, creative development, transferable skills, social connection, and other areas that support young adults in achieving an improved quality of life.

A central responsibility of the OHC is to create a welcoming, engaging, and relationship-centered environment where young adults feel a sense of belonging and want to return. The OHC will be highly visible and actively involved during Opportunity Hours, building relationships with participants, supporting activities, encouraging participation, and helping maintain a positive and inclusive program culture.

The OHC will also develop and implement participant recruitment and retention strategies, track participant engagement, coordinate program calendars and logistics, and build relationships with outside partners who can contribute meaningful opportunities and resources. The OHC may work with young adults in group and one-on-one settings and will connect participants with appropriate RJI staff for career guidance, social services, wellness support, and other needs.

This position is supervised by the Deputy Director and works collaboratively with the Youth Support and Wellness Coordinator, Career and Training Pathways Coordinator, and other RJI staff to implement Opportunity Hours programming and support participant success.

PRINCIPAL DUTIES, RESPONSIBILITIES, AND EXPECTATIONS

Program Implementation: Lead the September 2026 relaunch and ongoing implementation of Opportunity Hours, with support from the Deputy Director, by developing weekly and monthly programming calendars, coordinating activities three afternoons per week, managing program logistics and purchasing needs, and using participant interests and engagement trends to inform programming focused on workforce readiness, career exploration, independent living, creative development, transferable skills, and social connection.

Participant Engagement and Program Environment: Create a welcoming, inclusive, trauma-informed, and youth-centered environment by serving as a visible and active presence during Opportunity Hours, building appropriate and trusting relationships with participants, facilitating and supporting activities, encouraging consistent participation, addressing concerns or conflicts appropriately, and connecting young adults with RJI staff for career, wellness, social service, or other specialized support.

Recruitment, Retention, and Outreach: Develop and implement strategies to recruit new participants and retain current participants through consistent outreach by email, text, social media, in-person engagement, alumni networks, staff referrals, and community connections; create promotional materials and content; track the effectiveness of outreach efforts; and adjust recruitment and retention strategies based on participation data and feedback.

Community Engagement and Partnerships: Identify, develop, and maintain relationships with nonprofit organizations, employers, educational institutions, community groups, volunteers, facilitators, and other partners who can contribute programming, referrals, resources, and opportunities; coordinate partner involvement and conduct outreach that strengthens recruitment pipelines and expands awareness of Opportunity Hours.

Monitoring, Evaluation, and Learning: Collect and maintain accurate participant enrollment, attendance, and engagement data in accordance with RJI's Monitoring and Evaluation plan; monitor recruitment, retention, and participation trends; provide qualitative insight into participant interests, needs, and barriers; and use data, feedback, and direct observation to support continuous program improvement.

Communication and Team Collaboration: Work collaboratively with the Deputy Director, Youth Support and Wellness Coordinator, Career and Training Pathways Coordinator, and other RJI staff to coordinate programming, respond to participant needs, share program updates and concerns, participate in meetings and training, incorporate stakeholder feedback, and complete assigned responsibilities accurately and within established timelines.

Travel: Occasional travel within Mississippi and the broader United States as required.

JOB QUALIFICATIONS

Education:

- High School diploma, GED or equivalent *required*
- Associate's or Bachelor's degree in education, social work, human services, youth development, communications, recreation, workforce development, or a related field *preferred*, or equivalent combination of education and relevant real-world experience.

Experience and Training:

- Two to three years of experience in youth development, community education, workforce development, recreation, program coordination, or a related field.
- Experience working with young adults (ages 18–26) preferred.
- Experience planning and coordinating programs, activities, or events.
- Experience conducting participant recruitment, outreach, or community engagement.
- Experience building and maintaining community partnerships is preferred.
- Experience collecting and maintaining participant or program data.
- Proficiency with Microsoft Office Suite and Google Workspace.
- Experience using social media and digital communication tools for outreach and program promotion preferred.
-

Soft Skills and Competencies:

- Passion for empowering young adults and fostering environments where they feel welcomed, connected, and supported.
- Commitment to trauma-informed, restorative, and strengths-based approaches to youth engagement.
- Strong interpersonal and relationship-building skills with the ability to engage diverse groups of young adults and community partners.
- Excellent verbal and written communication skills.
- Strong organizational skills with the ability to manage multiple priorities, meet deadlines, and maintain accurate records.
- Creativity and initiative in developing engaging, participant-centered programming.
- Ability to think strategically about participant recruitment, retention, and community engagement.
- Ability to work independently while collaborating effectively with supervisors, colleagues, and external partners.
- Demonstrated professionalism, integrity, adaptability, and sound judgment.
- Commitment to continuous learning, receiving feedback, and contributing to a collaborative team culture.

PHYSICAL DEMANDS and WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, sit, talk, hear, and use hands and fingers to operate a computer and telephone. The employee is frequently required to reach, stoop, or kneel. Specific vision abilities required by this job include close vision, distance and color vision due to computer work. May be required to lift, push or pull up to 25 pounds occasionally.

The work environment characteristics described here are representation of those an employee encounters while performing the essential functions of this job. There is moderate noise associated with a business office and classroom setting, including telephones, computer keyboards, printers, office traffic, and visitors. The work environment requires the individual to have the ability to work in a confined space and sit at a computer terminal or in conference rooms.

EEO Statement: This company provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Disclaimer: The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.

Employee Signature: _____

Date: _____

Executive Director Signature: _____

Date: _____