



POSITION ANNOUNCEMENT:

WORK-BASED LEARNING COORDINATOR - SUCCESS COACH

Siembra Leadership High School is an APS charter school currently in its 8th year of operation. Siembra is anchored in our three-pillar model of learning consisting of project-based learning, student support, and community engagement. Siembra's school-wide industry focus is entrepreneurship through the lenses of economic development and social justice. As Siembra continues to scale in growth of students, facilities, programming, and staff, we are strategically adding an Internship Coordinator position to our staffing model. We are looking for an authentic, passionate, dynamic, and inspiring professional who will demonstrate commitment to improving education for all students and families through School Leadership and Work Based Learning program development. We value creative and energetic professionals who have an enthusiastic approach to innovative education as it applies to self, colleagues, and students.

Siembra's Values:

Siembra is committed to making the community a better place by engaging young people in economic development and entrepreneurship. We view young people as assets and believe they are the key to economic development in Albuquerque. We are re-imagining what school looks like and see the institution as a vehicle for larger social change.

JOB DESCRIPTION: INTERNSHIP COORDINATOR - SUCCESS COACH

The Internship Coordinator is the vital link between the school and the external community. This role involves developing and implementing a comprehensive Work-Based Learning program that impacts all students. Responsibilities include managing workplace resources, coordinating communication systems, and overseeing data collection related to Work-Based Learning. The ideal candidate will engage effectively with students, addressing their developmental needs and supporting their interest in career exploration and development. The Coordinator provides individualized and group coaching, mentorship, guidance, and teaching to students and staff, ensuring that every student benefits from real-world learning experiences. This position reports directly to the Director of Community Engagement.

KEY RESPONSIBILITIES:

- Coordinate Learning Through Internships & Real-World Learning programs by nurturing relationships with community organizations and employers.
- Develop a school wide community based learning system based on student passions.
- Lead cross-pillar multidisciplinary team initiatives.
- Attend planning and reporting meetings, providing regular reports to school leadership.
- Organize and participate in employer/mentor orientations, training, and celebrations.



- Develop and manage programming that impacts the entire school community, fostering a culture of real-world learning and engagement.
- Facilitate site visits and streamline communication channels for efficient collaboration across between school staff and work-based learning sites
- Develop an onboarding process for internships, including resume workshops and interview preparation, that can be implemented schoolwide.
- Serve as a schoolwide leader with the ability to lead all staff and students.

Required/Minimum Qualifications:

- Bachelor's degree from an accredited university or equivalent in business/entrepreneurship experience
- NM Public Education Department (NM PED) teaching license or ability/willingness to begin a teaching licensure program paid for by Siembra
- Ability to pass a background check
- Student-centered approach in engaging young people in entrepreneurship through business development and launch
- Affinity to disrupting traditional education systems, innovative practice and value of equity practice

Preferred Qualifications:

- Program development & systems building experience
- Experience in project-based learning, Work-Based Learning and alternative demonstrations of mastery.
- Education or experience in entrepreneurship, business and/or economic development
- Bilingual/bicultural
- 3 – 5 years direct practice experience with youth

Starting/entry pay for this position is as follows based 215 contract days per year (See attached Salary Schedule)

Benefits:

- Paid Professional Development with Travel
- Paid Sabbatical Leave
- Licensure Acquirement/Renewal Reimbursement
- Tuition Reimbursement

How to Apply:

For consideration, applicant(s) must submit the following materials directly to Edward Ramirez, Director of Community Engagement e.ramirez@siembraabq.org

- Letter of interest demonstrating qualifications and experience
- Personal statement of educational philosophy in written format
- Personal statement of social justice in education in written format



- Current curriculum vitae or resume
- Three professional references (direct supervisors preferred)
- Copies of current license(s), or business experience

All applicants will be screened based on desirable qualifications and relevant experience. The most qualified applicants will be scheduled for position interviews. All other applicant submissions will be placed in a talent bank for future consideration.

At Siembra Leadership High School, we do not just accept differences - we celebrate it, we support it, and we thrive on it for the benefit of our employees, students and families. Siembra Leadership is proud to be an equal opportunity workplace and is an affirmative action employer.