Youth Navigator  
INTEMPO - Stamford, CT

**Job Type:** Part Time (approximately 7 hours per week)  
**Compensation:** $20-$22 per hour  
**Application Priority Deadline:** July 16, 2023

Founded in 2011, INTEMPO is a Stamford, CT-based non-profit arts education and youth-development organization whose mission is to make music education relevant, accessible, and inclusive through the use of classical and cross-cultural instruments and repertoire. INTEMPO aims to create a more inclusive community through the arts and youth-leadership.

Learn more about INTEMPO by visiting [www.intempo.org](http://www.intempo.org)

**Position Description:**

The Youth Navigator is responsible for guiding students through their school and after-school journey; connecting them to available resources and opportunities with new and prospect institutional partners, ensuring that the supports provided are meeting their needs, and monitoring their progress. The Youth Navigator will support a portfolio of students across 6-12th grade; they will work closely with the Program Coordinator and report to the Manager of Education and Community Impact.

**Key Responsibilities**

- Plan and lead group sessions with INTEMPO's High School and Middle School Councils on topics including college and career decision making, workforce development, social and cultural identity, and social emotional skills
- Manage youth interns who work during INTEMPO's summer camp and after school programming
- Create an action plan for each student in their portfolio related to INTEMPO and non INTEMPO opportunities, including but not limited to college applications, scholarships, and job opportunities
- Monitor student academic, musical, and socioemotional growth through resources such as report cards and INTEMPO teacher feedback
- Mentor students closely as they develop into young adults
- Work directly with students and parents/guardians as needed to help them meet their goals, provide program updates and reminders
- Advocate for students in the youth councils through quarterly updates
- Provide administrative support for INTEMPO programming team including, but not limited to, event support and off-site commitments in which students are involved
- Perform other duties as necessary
Desired Skills and Experience

- Preferred at least two years of experience working in the field of education, administration, or community engagement sector
- Demonstrated dedication and success leading diverse, cultural equity, and/or immigrant inclusion initiatives and a deep understanding of related challenges
- Highly motivated, dynamic, organized, and strategic individual, capable of working effectively with all constituents (staff, faculty, parents, students)
- Demonstrated and infectious passion for INTEMPO’s mission and core values
- Willingness to work occasional weekends
- Ability to speak and write in Spanish is strongly preferred

Location: INTEMPO office in Stamford, CT

Schedule: Part-time position, approximately 7 hours per week with additional hours at events. Planning and meeting time is flexible during the day. Classes occur in the late afternoon and evening (approximately 4-8PM).

How to Apply:

Please submit the following to info@intempo.org:
1. Cover letter
2. Resume

In the subject line please write: “Name(s), Youth Navigator Candidate”
Applications will be accepted on a rolling basis until the position is filled. Priority deadline is July 16, 2023, 12PM EST.

Position onboarding to begin immediately after a successful interview process with stakeholders from the hiring committee. Programming and training period will take place during July 31-August 11th and academic school year will begin after September 4, 2023.

INTEMPO is an Equal Opportunity Employer.