



Together We Thrive is transforming the lives of vulnerable youth, stepping in the gap for youth that are living in survival mode, navigating life without a consistent adult. Life Coaches walk alongside these youth that are surviving to a place where they are thriving, removing labels that once defined them, labels they didn't ask for nor deserve. Together We Thrive is transforming lives that transform communities.

Job Description: Campus Liaison

Position: Campus Liaison

Reports to: Campus Relations Manager

As a Campus Liaison, you will play a vital role in managing and ensuring the well-being and care of youth in TOGETHER WE THRIVE by building strong relationships with school staff and administration. Working closely with the Campus Relations Manager and Life Coaches, you will serve as a direct resource for support and coordinate various activities. Your exceptional communication skills, attention to detail, and ability to cultivate positive relationships will contribute to the success of our program.

Responsibilities:

- Manage and ensure the well-being and care of youth in the program by fostering positive relationships with school staff and administration.
- Serve as a direct resource for the Executive Director, Program Manager and Life Coaches regarding campus-related matters.
- Provide direct support to school staff and administration, addressing their needs and concerns promptly and effectively.
- Oversee campus testing schedule and other scheduled events for students throughout the day to ensure a smooth process for youth and life coaching sessions.
- Assist in planning teacher/staff appreciations to recognize their dedication and support in the program.
- Manage the waitlist, ensuring that Life Coaches' schedules are full and optimizing program capacity.

- Foster positive relations between Life Coaches and staff, promoting collaboration and a supportive work environment.
- Will maintain a lesser amount of youth.
- Communicate in a timely manner with all TWT staff.

#### Requirements:

- Bachelor's degree in a relevant field (e.g., education, social work, psychology) is preferred.
- Previous experience in school relations, volunteer management, or a related field is highly desirable.
- Demonstrated understanding of the unique needs and challenges faced by youth in a school environment.
- Excellent interpersonal and communication skills to effectively engage with school staff and administration.
- Strong organizational and time management abilities to coordinate multiple tasks and deadlines.
- Attention to detail and the ability to ensure compliance with background checks and necessary paperwork.
- Proficiency in scheduling and coordination to facilitate smooth testing schedules and appreciation events.
- Strong communication and interpersonal skills to effectively liaise between Life Coaches, school staff and other stakeholders.
- A compassionate and empathetic approach, coupled with a commitment to the well-being of youth.
- Strong problem-solving skills and the ability to handle sensitive situations with professionalism and discretion.
- Proficiency in data collection and record-keeping to ensure accurate documentation.

Join our dedicated team as a Campus Liaison and contribute to creating a supportive school environment for the youth in our program. Apply now to utilize your communication and organizational skills in this meaningful role.

Note: This job description is intended to provide a general overview of the responsibilities and requirements of the position. It is not exhaustive and may be subject to change based on the needs of the organization.

To apply: Please send resume and cover letter to [admin@togetherwethrivetexas.org](mailto:admin@togetherwethrivetexas.org) and reference this position.