

**THE HOPE CENTER AT PULLEN**  
**Job Description**

<b>Job Title:</b>	<i>Teen Programs Specialist</i>
<b>Department:</b>	<i>Teen Programs</i>
<b>Reports to:</b>	<i>Director of Programs</i>
<b>FLSA Status:</b>	<i>Full-Time Exempt</i>
<b>Last update:</b>	<i>11/7/2025</i>

**ORGANIZATION OVERVIEW:**

The Hope Center at Pullen (HCP) is an award winning 501(c)(3) non-profit organization founded in 2009. Our mission is to empower emerging adults transitioning out of foster care in Wake County with the support and connections needed for a safe and stable adulthood. In partnership with Wake County's foster care system, HCP's Teen Programs engage youth ages 13-18 to develop independent living skills. HCP's Transition Program serves youth ages 18-27 with a history in foster care to develop individualized strategies to help them achieve and maintain independence. HCP follows the Housing First model and utilizes trauma informed care to ensure our clients attain and maintain housing, further their education, and achieve their career goals. For more information, visit <http://www.hopecenteratpullen.org/>.

**POSITION SUMMARY:**

The Teen Programs Specialist prepares foster teens for adulthood by building critical life skills, supporting youth through challenges, and celebrating with youth as they thrive. The individual in this role will assume primary responsibility for the weekly life skills group and internship program. This position will support the other Teen Program Specialist to deliver the academic mentor and life skills mentor programs. Together the Teen Programs team will find innovative ways to expand the reach of our programs and promote positive outcomes for teens in foster care.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

<i>LINKS- Life Skills Group (lead)</i>	<i>30%</i>
<ul style="list-style-type: none"><li>• Promote program and process referrals of interested foster teens.</li><li>• Work closely with the Wake County LINKS Coordinator to plan the LINKS calendar ensuring all 8 LINKS outcomes are addressed in weekly evening workshops as well as special activities primarily during the academic year.</li><li>• Recruit and engage dynamic community partners to deliver programming, while also facilitating select sessions directly.</li><li>• Develop leadership opportunities for teen participants and involve Hope Center Youth Advisory Board when appropriate.</li><li>• Prepare for evening life skills groups by handling or delegating the shopping for supplies, ordering meals and setting up the space.</li></ul>	

- Assign tasks adults supporters and youth leaders to ensure LINKS runs smoothly each week.
- Promote a positive and safe environment for all program participants.
- Collect data on program participation, outcomes and feedback, keep spreadsheets up to date, report program updates to Director of Programs.

<i>Internships for Foster Teens (lead)</i>	30%
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- Recruit internship host sites and manage those relationships.
- Promote internship program and manage foster teens' referrals and application process.
- Work with community partners to plan and facilitate career development workshops.
- Manage 10-12 interns, coordinate site visits and evaluations, and facilitate conflict resolution at internship sites if necessary.
- Support the other Teen Program Specialist in coordinating day-to-day transportation for interns to and from internship sites.
- Plan and executing the end-of-summer internship celebration.
- Collect data on program participation, outcomes and feedback, keep spreadsheets up to date, report program updates to Director of Programs.

<i>Academic Mentor and Life Skills Mentor (support)</i>	20%
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- Coordinate 1-2 match meetings per month between foster teens with available tutors and mentors.
- Assist with facilitating volunteer recognition and appreciation.

<i>Promoting Programs and Partnerships</i>	10%
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- Promote all Hope Center at Pullen programs in conversations with foster teens, foster parents, social workers, Guardians ad Litem, group home staff, licensing agencies, etc.
- Maintain and build positive working relationships with community partners.
- Create and distribute monthly program flyers, newsletter and social media posts, etc.

<i>Administration</i>	10%
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- Assist Director of Programs in managing day-to-day tasks of Bachelors and Masters-level interns at the Hope Center.
- Participate in and support Hope Center events such as the spring fundraiser and client-related celebrations.

#### **POSITION QUALIFICATIONS AND REQUIREMENTS:**

- Bachelor's degree in youth development, community recreation, social work, psychology, or other human service fields.
- Knowledge and experience in working with foster youth or at-risk youth, trauma-informed care, healing-centered focus, and positive youth development.
- Skills and abilities: Strong oral and written communication skills; Ability to quickly and effectively build strong rapport with youth; Strong organization and time management skills.
- Computer skills: good with spreadsheets and Microsoft Office Suite.
- Personal characteristics: reliable, flexible, takes initiative, creative, and has a sense of humor.
- To work effectively in this role, the individual must be able to effectively prioritizing multiple requests without losing focus

- Experience working directly with people from diverse racial, ethnic, and socioeconomic backgrounds.
- This position requires strict confidentiality levels and an ability to create and maintain psychological safety for participants. The Teen Programs Specialist must protect the confidentiality of all program participants at all times, adhere to all applicable contract requirements regarding confidentiality, and work to ensure participants feel safe enough to fully participate in all activities.
- Valid North Carolina driver's license and satisfactory driving record.
- Access to personal vehicle with appropriate levels of insurance coverage.
- Acceptable background report.

#### **Physical Demands/Working Conditions:**

- Requires Tuesday evening availability until 9:00 pm during the academic year, as well as other occasional evening and weekend hours.
- Job duties include the set-up and take down of group space (tables and chairs); transporting youth in your personal vehicle as needed; the use of standard office equipment and office hours.
- Occasionally work can be done from home with supervisor approval.
- Health Care: HCP pays 100% of employee premiums and 50% of eligible dependent premiums for silver level health care plan.
- Dental and Vision Benefits: HCP pays 80% of employee premiums and 50% of dependent premiums.
- Retirement Plan: After one year, employees begin accruing an additional 2% of salary in an IRA account that employees can choose to contribute to pre-tax.
- Over 4 weeks of PTO/holiday time each year, with increases in PTO based on length of employment.
- Each employee has their own office in our newly renovated office space.

**Applications will be reviewed as they are received, on a rolling basis. Early submission is encouraged. Posting is open until the position is filled.**

**To apply, send cover letter that outlines your alignment with the position, resume, and 3 references to [jobs@hopecenteratpullen.org](mailto:jobs@hopecenteratpullen.org). No phone calls please.**