



POSITION DESCRIPTION

PROGRAM COORDINATOR

The "I Have A Dream"® Foundation - [REDACTED] seeks an experienced, creative and enthusiastic individual to assist in organizing, coordinating & overseeing long-term support programs for participants in the [REDACTED] Program. This is a full-time, salaried position with benefits. The Program Coordinator reports to the [REDACTED].

The mission of the "I Have A Dream" program is to empower children from low-income communities (Dreamer Scholars) to succeed in school, college, and career by providing academic, social, and emotional support from elementary school through college, along with post-secondary tuition assistance.

Level of Work:

Full Time - Minimum of 40 hours per week. *(Weekly hours subject to flexibility based on program needs.)*

Responsibilities:

- 1) Develop meaningful relationships and provide individualized advocacy and support to Dreamer Scholars (and their families) that meets their academic, social-emotional, and life skills needs.
- 2) Serve as an advocate and partner with parents/caregivers by attending parent/teacher conferences, organizing parent/caregiver meetings, conducting workshops, and organizing events and celebrations.
- 2) Assist in the development and management and implementation of the in school, after-school, and summer activities aimed at meeting Dreamer Scholars' academic and social-emotional needs.
 - Assist Program Director with the implementation of academic, wellness and talent building activities in all programs.
 - Disseminate and reinforce key information on programs, policies and expectations for all staff, interns/volunteers, Dreamer Scholars and families.
 - Ensure fidelity to behavior management procedures by all staff.
 - Help facilitate or oversee SEL groups and support Dreamer Scholars in-school classrooms.
 - Serve as Instructor/Group Leader when needed. Delegate minor program responsibilities to staff (set up/clean up, walkie-talkies, office maintenance, set up transitions/choice time areas, etc.)
- 3) Assist in the recruitment and supervision of volunteers/interns and staff.

- 4) In coordination with the Program Director, review academic performance, and school attendance of Dreamer Scholars.
- 5) Order, organize, store and manage materials; manage petty cash.
- 6) Enter information in an online data management system, provide reports when needed.
- 7) Collaborate with the program team and community partners to develop and enhance programming for Dreamer Scholars. Assist in the implementation and coordination of partners' contracts and mutual expectations.
- 8) Access and attract useful resources from community institutions, local schools, public agencies, and local businesses for the benefit of the "I Have A Dream"® Foundation – [].
- 9) Represent the class/cohort at "I Have A Dream" functions, including donor meetings, site tours, and fundraising events.
- 10) Participate in staff trainings, retreat, and other required activities.
- 11) Fulfill other related responsibilities as requested.

Requirements:

- Bachelor's degree in education, social work, a related discipline or equivalent experience
- Committed to equity
- Excellent communication skills (written & verbal)
- Strong interpersonal, organizational and administrative skills
- Strong commitment to equity and belief in the whole-child approach, and associated system supports for student success
- Experience working with historically marginalized communities
- Cultural understanding and competence
- Past group facilitation experience
- Proficiency with Microsoft Office, web navigation and basic IT skills
- Reliable transportation, good driving record, and insurance
- Some evenings, weekends, and conference travel

Preferred Skills:

- Fluent in Spanish/English
- Pursuit of completion of Bachelor's Degree

Compensation and Benefits:

- Competitive salary, commensurate with experience
- Medical, dental, and life insurance benefits
- 10 sick days
- 11 paid holidays
- 15 days vacation

How to Apply:

Email cover letter and resume to:

Note that we will not be able to respond to all inquiries.

