



TAKE THE MIC PROGRAM COORDINATOR

Title: Program Coordinator

Program: Take The Mic

Department: Youth Leadership

Reports To: Program Director

Hours: 10am-4pm

Type: Seasonal (July 1-August 14)

Pay: Hourly (\$25/hour)

About the Program Coordinator Position

The Program Coordinator position is an integral part of the program's success. The Program Coordinator will support in the daily operations of the program and lead in the coordination of program curriculum, trainers, speakers and external activities. Additionally, the Program Coordinator will be the liaison between the Program Director and the program itself to ensure deliverables are being met and program goals are reached.

Program Coordinator will:

- Lead coordination and management of program volunteers
- Lead coordination and management of session facilitators
- Lead daily debriefs with Summer Youth Leaders
- Oversee evaluation completion and collection from Summer Youth Leaders
- Support Summer Youth Leaders in managing capstone projects
- Attend weekly meetings with the Program Director to align or realign deliverables with program outcomes and problem solve
- Serve as a trainer or facilitator when appropriate.
- Complete all volunteer and/or BGCP staff compliance requirements, including but not limited to Covid-19 vaccination, background check, LiveScan fingerprinting, TB testing, onboarding training, etc.

Qualifications

- Commitment to the organization's mission, vision, and values, which includes an understanding of and commitment to heritage preservation, civic engagement, and mental wellness.
- At least 2 years of experience in at least one area directly relevant to the position: relationship building, program management, youth development, leadership development..
- Commitment to building strong relationships.
- Excellent communications and organizational skills, and 1 year experience as a facilitator required.
- Previous experience with capacity building, adult learning, and grantmaking is highly desirable.
- Love of learning and curiosity about emerging issues and research affecting local communities.
- Sense of humor and appreciation of colleagues.

To Apply: Please visit our [website](#) and complete the application on the bottom of the page.