



Position: Bilingual Program Coordinator (English/Spanish)

Location: Southfield, Michigan

Shift: Tuesday-Saturday

Approximate Start Date: January 02, 2012

buildOn is a not for profit organization working to break the cycle of poverty, illiteracy and low expectations through education and service. The mission of buildOn is to enhance education and empower youth in the US to make a positive difference in their communities while helping people of developing countries increase their self-reliance through education. buildOn runs after school programming in 103 high schools across the US and has built over 400 primary schools worldwide in the last 20 years. For more information, please visit www.buildon.org

Position:

Reporting to the Regional Manager, the Program Coordinator focuses on running buildOn's youth development after-school program in high schools, which use community service, fundraising for developing countries, and global education as its vehicle to youth empowerment.

Summary of Responsibilities:

- Support and supervise buildOn after-school programs (approximately 150 students total) in their efforts to initiate and sustain weekly community service work, global education initiatives and to reach fundraising goals.
- Deliver interactive global education and recruitment presentations to high school classrooms of the buildOn schools you supervise.
- Maintain and manage accurate records and data of student activity and submit monthly qualitative and quantitative progress reports.
- Plan, organize, and facilitate large-scale, weekend group service projects.

Required Qualifications:

- Bilingual (English/Spanish)
- Bachelors' degree and previous experience in youth development and youth empowerment
- Ability to work a Tuesday-Saturday schedule
- Access to reliable transportation to travel to schools, projects and the office
- Experience and enthusiasm for working closely with high school students
- Experience living and/or working in developing countries
- Public speaking, group facilitation, and strong organizational skills are essential
- Demonstrable ability to self-organize, pay attention to detail, project plan, and event manage
- Strong computer, budgeting, presentation, communication, leadership, and database management skills.
- Proven results in meeting goals and deadlines, and increasing quantitative impact.

To apply send resume, cover letter and salary history to buildon-jobs@buildon.org

buildOn is an EEO/AAP employer committed to providing its employees with a work environment that is both challenging and rewarding. For additional information, please visit our website at www.buildOn.org