



**Title:** Service Learning Program Coordinator

**Report to:** Service Learning Program Manager or Program Director

**Location:** New York City, NY

**FLSA:** Full Time/Exempt

**Schedule:** Tuesday-Saturday; Monday-Friday outside academic year

**How to apply:** Please send cover letter and resume to: [NYjobs@buildon.org](mailto:NYjobs@buildon.org)

## Overview of the Organization

buildOn is a not for profit organization working to break the cycle of poverty, illiteracy and low expectations through service and education. buildOn runs intensive community service and service learning programs in 44 high schools across the U.S. and empowers youth to contribute direct service to their communities – working with senior citizens, the homeless population and younger children. Through buildOn, students learn to see themselves as the solution, not the problem. They elevate expectations for their communities and themselves. And they develop the character, grit and determination they need to succeed. **97% of buildOn students in the U.S. not only graduate from high school, they go on to college!** These same students help build schools in some of the economically poorest countries in the world, bringing access to education to hundreds of communities. buildOn students have contributed more than 1.9 million hours of service in the U.S., and have helped build more than 1,122 schools in Burkina Faso, Haiti, Nepal, Nicaragua, Malawi, Mali, and Senegal.

## Overview of the Role

The Service Learning Program Coordinator leads all activities of buildOn's Service Learning Program at one to two partner high schools to drive student outcomes and achieve KPI targets. In doing so, the Service Learning Program Coordinator partners closely with school personnel and local community partners to develop excellent service opportunities for students. The Service Learning Program Coordinator works closely with colleagues to plan and execute regional program events. The Service Learning Program Coordinator also leads recruitment and support of students for Trek for Knowledge and supports student involvement with special events, initiatives, and fund development opportunities in collaboration with other departments.

## Key Responsibilities

- Lead all activities to drive student outcomes through quality Service Learning Programs at partner school(s).
- Develop the buildOn movement by achieving Key Performance Indicator targets to engage 150 students weekly to contribute 975 service hours and gain 150 education hours monthly.
- Input accurate and complete data on-time through Salesforce.



- Establish, develop, and maintain strategic partnerships including with school advisors, administrators, faculty, and support staff, and local community partners.
- Lead recruitment for Trek for Knowledge and support students to participate in the complete Trek experience.
- Lead and support the planning and execution of all regional events, including Service Kick Off, Regional Service Projects, and other large-scale events.
- Support collaboration with Development team around fund development opportunities, including the Corporate Partnership Program.
- Support collaboration with Marketing team and involvement of students as part of special events and external communications to elevate student voice.
- Manage the individual program budget(s) including fund reconciliation, expense reporting, and ongoing tracking (if leading non-Youth Engagement Zone).
- Perform other duties as assigned by manager.

### **Required Qualifications:**

- Personal commitment to buildOn's mission – the power of service to change lives, communities, and the world
- Committed to buildOn's core values of empowerment, responsibility, and compassion
- Extensive experience leading and/or participating in service learning (1-2 years)
- Experience working in mission-centered nonprofit programs
- Track record of professional and personal achievement
- Invested in continual growth and learning through ongoing discovery, planning and execution, and reflection
- Excellent skills to build relationships with students, school faculty and staff, and community partners
- Organized and disciplined with time to effectively accomplish multiple projects simultaneously
- Strong communicator
- Driven to achieve goals
- Excel to adapt in dynamic and fast-paced work environment
- Functional knowledge of regional school district(s) and educational and nonprofit landscape
- Extensive experience living and/or working in underserved communities
- Relevant educational background (Bachelor's degree required)

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