



Title: CT Program Coordinator
Schedule: Tuesday-Saturday
Type: Full-time/ Exempt

buildOn seeks a Program Coordinator to support and manage buildOn's after-school high school programs to engage 50-100 students weekly. They will work closely with the Program Manager to reach programmatic goals in 2-4 local high schools. The ideal candidate must have considerable knowledge and demonstrated success in the field of Youth Development and Service Learning. They must have experience working in a classroom setting, running experiential education workshops, and events for high school students. They must have working knowledge of the Public School System as well as some familiarity with the Non-Profit Sector. Consistent with buildOn's core values and mission statement, he or she must have a passion and understanding of buildOn's program focus.

SUMMARY DUTIES AND RESPONSIBILITIES:

- Analyze & Manage qualitative and quantitative program evaluation and measurements to deepen the program impact in the school and community
- Develop and implement new buildOn local and national program initiatives.
- Oversee the program activities for the program, including the core activities: service, sponsorship, global education and leadership development for youth.
- Lead all program events: weekend and on-going service projects, Regional Service Projects, Program Summits, and Year End Celebration.
- Work directly with students in buildOn programs to mentor and develop these students to reach their full potential
- Monitor and submit monthly progress reports through *Key Performance Indicators* (KPIs) to manager.
- Manage program budget
- Cultivate and Manage school and surrounding community
- Work closely with other program coordinators to assess, grow and improve programming
- Perform other duties as assigned by manager.

QUALIFICATIONS:

- Relevant 4 year degree
- Bilingual in Spanish preferred
- Minimum 2 years' experience in youth development
- History of success and accomplishment through youth development
- Demonstrated passion and enthusiasm for youth development
- Strong organizational, project planning and team player skills required
- Strong leadership, strategic thinking, initiative, problem solving skills and creative ability desired
- Experience with community service, service learning, volunteerism, global education or cross cultural experience, and leadership development
- Ability to adapt to a flexible, fast-paced and dynamic work environment

Team player and positive attitude is a must
Must be willing to work a Tuesday-Saturday Schedule.

To Apply: Send resume and cover letter to 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