



**Title:** Program Coordinator  
**Reports to:** Regional Manager  
**Location:** Philadelphia, PA  
**Schedule:** Tuesday-Saturday

As a buildOn Program Coordinator you will be responsible for engaging 150 students at a local high school in weekly service, education and sponsorship. You will be responsible for implementing innovative strategies that will build and expand new buildOn local and national program initiatives. Our ideal candidate possesses innate leadership skills with demonstrated success in the field of Youth Development and Service Learning. If you are an experienced youth development professional with a passion for meaningful social change, then buildOn is the right place for you!

**Must Have Talents:**

- Proven achievement in the fields of youth development and service learning.
- Group facilitation skills. The ability to excite, energize, and engage young people, with the aim of fostering a supportive group atmosphere where learning can happen.
- Proven success with large scale event planning and project management.
- Strong interpersonal and communication skills. Must be able to cultivate and manage relationships with school administration, principals, faculty, the surrounding community, and high school students.
- A leader with an understanding of buildOn's mission and a hands-on approach to working with youth.
- Experience working with the Public School System and familiarity with the Non-Profit Sector.

**Summary of Responsibilities:**

- Oversee buildOn's core program activities, including: community service projects, sponsorship activities, global education workshops and leadership development workshops for youth.
- Lead all program events: weekend and on-going service projects, Large Scale 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 event budgets
- Use qualitative and quantitative program evaluation to deepen program impact.
- Cultivate and manage strategic partnerships within the school and surrounding community
- Work closely with Program Managers to assess, grow and improve programming
- Perform other duties as assigned by manager.

**Must Have Qualifications:**

- BA
- Minimum 2 years' experience in youth development
- Minimum 2 years' experience with experiential education and/or service learning.
- A passion for, and experience with, youth development, global education or cross cultural experience, leadership development, service learning, volunteerism, and community service.
- Must be willing to work a Tuesday-Saturday Schedule.
- Strong organizational and project planning required
- Strong leadership, strategic thinking, initiative, problem solving skills and creative ability desired
- Ability to adapt to a flexible, fast-paced and dynamic work environment
- Team player and positive attitude is a must

To Apply: send resume and cover letter to [jobs@buildon.org](mailto:jobs@buildon.org)

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