



Title: CA 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 25-50 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 Cantonese, Mandarin, or 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.

**SUMMARY OF BENEFITS:**

- ❑ 12 personal absence days (sick/personal days)
- ❑ 10 days of vacation
- ❑ 403B retirement match
- ❑ Life Insurance
- ❑ Long Term Disability
- ❑ Accidental Death and Dismemberment Insurance
- ❑ Medical, Dental, and Vision benefits through Anthem Blue Cross and Blue Shield

**To Apply:** Send CV and salary requirements to [jobs@buildon.org](mailto:jobs@buildon.org) . Subject heading must read 'CA Program Coordinator Position'. *Applications not containing the required information requested will not be considered.*

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](http://www.buildOn.org)