



## **Position Description: Elementary and Middle School Program Coordinator**

**Organizational Summary:** Quality educational experiences are essential to preparing students for the future, yet systemic barriers create pronounced disparities in educational opportunities and outcomes. The Emily Krzyzewski Center, a nonprofit organization in Durham, North Carolina, implements four distinct programs designed to build on the academic, career, and leadership potential of students who are traditionally underrepresented in higher education. Collectively, our programs serve students from elementary school through college and equip them with the skills necessary to successfully complete higher education, connect to promising careers, and become agents of change within their communities. We amplify our efforts through partnerships with our local school district, community-based organizations, and universities.

**Program Description:** Pioneer Scholars is a free, enrollment-based academic enrichment program designed to build the skills and foster the intellectual curiosity of academically focused elementary and middle school students from backgrounds that are traditionally underrepresented in higher education. Serving about 90 students through daily out-of-school programming, Pioneer Scholars is supported by the work of certified teachers, volunteers and community partners. In addition to academic skill building, we aim to help students develop as leaders, foster a college-going mindset, strengthen students' socioemotional skills, support students' career exploration, and provide meaningful opportunities for parent and family engagement.

### **Job Title: Elementary and Middle School Program Coordinator**

#### **Job Goal:**

Reporting to the Director of Elementary and Middle School Programming, the Program Coordinator provides leadership in the coordination of core functions required for successful program execution. These areas include but are not limited to preparation for daily programming, serving as a point of contact for parents/guardians of enrolled students, coordinating the services of community partners and volunteers, assisting with the development and implementation of special events, coordinating recruitment and enrollment of new students, developing and maintaining program databases, and supporting other program-related initiatives as requested by the Director.

#### **Qualifications:**

1. Bachelor's degree or related postsecondary degree or credential
2. Minimum of two years of experience coordinating or supporting program delivery for diverse student or youth populations from backgrounds that are traditionally under-represented in higher education strongly preferred
3. Strong written and oral communication skills
4. Proficiency in written and spoken Spanish language strongly preferred
5. Exceptional interpersonal and collaborative skills as they relate to both adult and youth audiences
6. Experience managing data using Google suite and Microsoft Office
7. Experience managing virtual platforms such as Zoom, Google Meet, and Google Classroom
8. Excellent organizational skills and attention to detail and accuracy
9. Requires occasional lifting and other physical actions required for set-up of tables, chairs, and other medium weight objects

#### **Primary Responsibility Areas:**

**Program Communications:** Develop program communications, including fliers, texts, calendars, closure notices, activity sign-ups, special event notices, and other communications designed to keep parents/guardians and, when appropriate, the broader community abreast of programmatic activities. Ensure all written program communications are accessible in both English and Spanish. Serve as a primary program contact for parents/guardians needing program information or needing to share information regarding student attendance or needs. Assist Lead Tutors in scheduling and completing parent/guardian conferences.

**Administrative Management:** Provide administrative support for the management of volunteer schedules, including arranging alternative coverage during absences. Develop and coordinate special events such as field trips, family nights, program orientation, etc. Develop and manage program databases such as those related to recruitment, enrollment, attendance, family contact, and academic progress.

**Program Support:** Serve as primary point of contact for part-time staff and volunteer needs during programming, including ensuring all needed materials and supplies are in place, troubleshooting low-level student concerns, and providing temporary coverage when needed for brief periods. Oversee procurement of educational materials, program supplies and food inventory. Assist with program set-up and clean up. Supervise students during transition periods such as arrival and dismissal. Support other program needs as requested by the Director.



***Partnerships and Volunteer Coordination:*** Coordinate recruitment, onboarding and administrative support for volunteers and supplemental community partners. Develop schedules and maintain ongoing communication with community partners providing supplemental educational and enrichment opportunities for students. Identify and coordinate with community partners to develop family-focused and cultural enrichment events and activities.

**Terms of Employment:** Full-time position with comprehensive benefits. Some flexibility in scheduled work hours; core programming includes daily after-school programming during the academic year and day time programming during a portion of the summer. Occasional evenings and weekend events. Employment is contingent upon successful clearance of criminal background check. Pay range: Low to mid \$40K. Preferred start date: August 2022.

**Evaluation:** Performance of this job will be evaluated annually.

**To Apply:** Submit one document that includes your résumé and cover letter outlining your qualifications and interests to the attention of Ms. Nephitearya Bailey Singleton at [jobs@emilyk.org](mailto:jobs@emilyk.org) with the position title in the subject line. Applications will be reviewed on a rolling basis with preference given to applications received by July 8, 2022. For more information visit [www.emilyk.org](http://www.emilyk.org).