**Job Title:** Program Coordinator
**Reports To:** Program Director
**Schedule:** Monday-Friday, 12 pm - 7:30 pm with occasional weekend hours required and the opportunity to work upto 40 hours per week as needed
**Salary:** $18-$20/hour depending on experience
**Location:** Our office is located in Oakland, although much work will be done remotely and includes local travel in the Bay Area
**Benefits:** Health and dental insurance, paid sick time, computer for work use, and cell phone use reimbursement

## About Community Education Partnerships

Community Education Partnerships (CEP) is a nonprofit, community-based organization whose mission is to increase the learning opportunities and enhance the academic achievement of homeless and highly-mobile (HHM) youth in the Bay Area. CEP recruits and trains volunteers to provide high-quality, individualized one-on-one academic tutoring and mentoring for pre-K - 12th grade homeless and highly-mobile (HHM) students. Additionally, CEP offers opportunities for local HHM students to participate in extra-curricular enrichment activities like field trips and CEP-hosted shelter-based activities, such as Homework Clubs, Family Reading Nights, and Back to School Nights. In 2014, CEP launched an Early Literacy Campaign designed to provide targeted literacy support for pre-K – 3rd grade students. The Early Literacy Campaign includes hosting Summer Reading Clubs and monthly Family Reading Nights.

CEP is a small but growing nonprofit based in Oakland, CA that has been providing services to HHM students across the Bay Area since 2010.

## The Role

As a key member of our small team, the Program Coordinator will help coordinate and grow our individual and group Education Programs. The position will require local travel to shelters/transitional housing facilities, schools, libraries, and other tutoring locations, as well as to events and trainings.

## Key Responsibilities

- Efficiently move potential volunteers through the process of becoming tutors
- Coordinate and support strong relationships between volunteer tutors and students for one-on-one and group Education Programs
- Work with organization partners to coordinate CEP shelter-based programming, including family engagement and group Education Programs
- Coordinate the administrative needs of the Education Programs through maintaining volunteer and student records, collateral, and supplies

- Manage CEP's Instagram and FaceBook pages
- Maintain regular and effective communication with volunteers, families and students, organizational partners, and colleagues

**Other duties**

- Support our annual fundraiser and fundraising campaigns
- Participate in donor appreciation
- Other duties as assigned

**To be successful in the role, the Program Coordinator must have**

- Passion for CEP's mission and the belief that every student deserves the support they need to achieve academic success
- The ability to work both independently and remotely while remaining accountable to performance expectations
- Exceptional interpersonal and communication skills: ability to actively listen and communicate clearly, concisely, and close communication loops
- The ability to manage relationships with volunteers, students, community, and donors
- The ability to represent the organization in a professional manner
- Attention to detail and ability to move between a global and detailed view
- Superb customer service and relationship management skills
- The ability to sit for several hours at a time, walk up several flights of stairs, and lift up to 30 pounds
- Access to a car or reliable means of transportation

**Qualifications**

- A B.A./B.S. degree or higher or an Associate's degree with 3-5 years of relevant work experience
- Experience in an educational or community-based setting;
- Demonstrated effectiveness coordinating and managing volunteers or staff
- Demonstrated effectiveness developing partnerships and facilitating collaborations
- A deep understanding of the impact of poverty on children and their education
- Familiarity with best practices for tutoring and volunteer management
- Warmth, humor, flexibility, and optimism
- Personal and professional commitment to social justice and equity

**To apply**

To apply for the Program Coordinator role, please submit the following to info@cep.ngo with the subject Program Coordinator: resume, three references, and a cover letter highlighting your qualifications for the role and your ability to work independently and/or remotely. Applications will be reviewed on a rolling basis until the position is filled.