

Are you:

- Committed to social and educational justice?
- Deeply concerned about entrenched educational inequities?
- A strong communicator?
- Detail oriented?
- Looking to put your teaching and administrative skills to work in a mission-based organization?

If so, we encourage you to apply for the position of **Learning Hub Coordinator** with Community Education Partnerships (CEP).

Job Title: Learning Hub Coordinator

Reports To: Program Director

Schedule: 40 hours per week following a Monday - Friday, 8:00 am - 4:30 pm schedule.

Employment Length: 4/12/21 - 6/30/21, with the possibility of permanent, full time work

Hourly Rate: \$25/hour

Location: Richmond, California

About Community Education Partnerships

Community Education Partnerships (CEP) is a nonprofit whose mission is to increase the learning opportunities and enhance the academic achievement pre-K-12th grade students experiencing homelessness and housing insecurity in the Bay Area. CEP recruits and trains volunteers to provide high-quality, individualized one-on-one academic tutoring and mentoring, extracurricular enrichment, and shelter-based group and family engagement activities. In addition, CEP staff run a shelter-based Learning Center inside a family shelter, providing distance learning support and enrichment five days per week. CEP is a small but growing nonprofit based in Oakland, CA that has been providing services to students across the Bay Area since 2010.

The Role

With support from the Program Director and the two Learning Hub Assistants, the Learning Hub Coordinator will supervise a WCCUSD Distance Learning Hub for up to 20 Kindergarten - 12th grade students who need additional support to be successful in the distance learning environment. We are looking for candidates who see themselves as educators and who are committed to closing the opportunity gap, serving a diverse student population, and collaborating deeply with all members of our community.

Key Responsibilities

- Creates a safe and supportive environment for students to engage in distance learning
- Provides group and individual guidance as needed on academic work

- Ensure high quality recordkeeping and regular data entry for all activities associated with the Learning Hub
- Supervises breaks and lunch ensuring student safety and engagement
- Keep the Learning Hub organized, tidy, and ensure that adequate supplies are available
- Successfully implements all safety procedures related to COVID-19
- Plan and lead enrichment activities on Fridays
- Communicates with students, families, teachers, administrators, and other staff to ensure students can be successful
- Performs other related duties as assigned/required by supervisor or site administrator(s)
- Provide administrative support to CEP's educational programs

To be successful in the role, the Learning Hub Coordinator must have

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

Qualifications

- Associate's degree required, Bachelor's degree preferred
- Relevant teaching or leadership experience in a classroom setting;
- A deep understanding of the impact of poverty on children and their education
- Familiarity with best practices for tutoring and classroom management
- Warmth, humor, flexibility, and optimism
- Personal and professional commitment to social justice and equity

To apply

To apply for the Learning Hub Coordinator role, please submit the following to beth@cep.ngo with the subject Learning Hub Coordinator: resume and references. Applications will be reviewed on a rolling basis until the position is filled.