



Are you:

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

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

Job Title: Program Coordinator

Schedule: 35 to 40 hours per week, generally 10:30 am - 7 pm with some flexibility at the start and end of the day. Occasional weekend hours required.

Salary: \$22/hour

Reports To: Program Director

Location: Our office is located in Oakland, although much of the work will be done remotely and/or in the field and will be focused on the greater Oakland, San Leandro, and San Francisco area.

Benefits: Health and dental insurance, paid sick and vacation time, 10 paid holidays per year, computer for work use, and cell phone use reimbursement. CEP offers a flexible work environment and a commitment to work/life balance.

About Community Education Partnerships

Community Education Partnerships (CEP) is a nonprofit whose mission is to increase the learning opportunities and enhance the academic achievement of students experiencing homelessness and housing instability 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 students experiencing homeless and housing instability. Additionally, CEP offers opportunities for our students to participate in extracurricular enrichment activities like field trips and CEP-hosted shelter-based activities, such as Homework Clubs, Family Reading Nights, Computer Clubs, and Back to School Nights. CEP is a growing nonprofit based in Oakland, CA that has been providing services to students facing homelessness and housing instability across the Bay Area since 2010.

The Role

As a key member of our team, the Program Coordinator will help coordinate and grow our education programs in their assigned territory. This position is primarily a customer service and administrative role that requires strong organizational skills, attention to detail, and a passion for clear communication. However, some local travel to shelters/transitional housing facilities, schools, libraries, and other tutoring locations, as



well as to program events, is required. Significant afternoon to early evening hours required.

Covid-19 Adjustments: Currently, this position is a mainly (~90%) work from home/remote position. Post Covid, this will be a mostly (~70%) work from home/remote position. In both scenarios, you are welcome to work from the CEP office in Oakland, if desired.

Hours

The Program Coordinator is an non-exempt employee, committing up to 40 hours per week, depending on workload. Program Coordinators are encouraged to create a standard weekly schedule with built-in flexibility for student/tutor pairings and volunteer training.

Key Responsibilities

Volunteer Coordination for One-On-One Tutoring

- Recruit, screen, and train volunteers for our education programs
- Match volunteers with CEP students
- Regularly check in with volunteers regarding their tutoring experience and their students' progress
- Conduct data entry and record keeping

Outreach to Students and Families

- Conduct outreach with shelters, transitional homes, parents/caregivers, schools and school districts, community members, libraries, and others to identify students eligible for our services
- Assess our ability to support students and make appropriate volunteer-student matches
- Regularly check in with parents, caregivers, and/or students regarding students' tutoring experience and progress
- Provide partner organizations and students with age-appropriate books and school supplies as needed

Coordinate Supplementary Programs

- Coordinate the scheduling and delivery of supplementary programs including quarterly Family Reading Nights, Homework Clubs, Computer Clubs, Study Hall, and Summer Reading Clubs. Tasks include:
 - Schedule dates and times with housing staff and librarians
 - Coordinate volunteers for these programs
 - Coordinate activities for programs including read alouds, dinners, literacy games, and book giveaway
 - Ensure supplies are available for these programs



Coordinate Administrative Needs of Education Program

- Ensure there is an ample supply of the marketing materials required to successfully lead our programs
- Help maintain office filing system, volunteer database, and adequate reserves of school supplies and books

Other Duties Related to Education Programs

- Support CEP Learning Centers: Occasionally fill in or support programs at CEP Learning Centers
- Social Media: Support CEP Instagram and FaceBook pages with photos, content, and the occasional post

Other Duties

- Support our annual fundraiser and fundraising campaigns
- Participate in donor and volunteer 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, carry 10lbs up a flight of stairs, and lift up to 30 pounds
- Access to a car

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, including volunteer work;
- 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
- Experiencing teaching or supporting early literacy a plus
- Bilingual (Spanish) preferred

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.

People of color, people of all gender identities, people with disabilities, and LGBTQ candidates are strongly encouraged to apply.