



Program Coordinator - Greater Oakland Area

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: \$24/hour

Reports To: Senior Director of Programs

Language Requirements: English required, Spanish preferred

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 and San Francisco areas.

Benefits: Health and dental insurance, paid sick and vacation time, 10 paid holidays per year, mileage reimbursement, 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 requires strong organizational skills, attention to detail, clear communication, and a passion for serving students. Frequent travel to



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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.

Hours

The Program Coordinator is a 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 coaching.

Key Responsibilities

Coordinate One-On-One Tutoring and Mentoring Services for students living or attending school in the greater Oakland area (60% of time)

- Recruit, screen, and train volunteer tutors to work with Oakland Unified School District McKinney-Vento students
- Aim to match 75 greater Oakland area students with CEP tutors
- Provide ongoing support and coaching to volunteer tutors and check in with them about their students' progress
- Regularly check in with students and their families to ensure their tutoring and educational needs are being met
- Ensure accurate recording keeping and data collection procedures are being followed

Coordinate Supplementary Programs (25% of the time)

- Coordinate the scheduling and delivery of supplementary programs including Family Reading/Back to School Nights, Clubs and Enrichment Programs, and Study Halls. 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 programming, and book giveaway
 - Ensure supplies are available for these programs
- Plan and implement pilot programs to develop best practices

Coordinate with Partners Sites (10% of the time)

- Conduct outreach with shelters, transitional homes, parents/caregivers, community members, libraries, and others to identify students eligible for our services
- Act as the main point of contact for families requesting CEP services at partner sites
- Lead periodic education and awareness raising presentations

Other duties (5% of the time)

- Support CEP Learning Centers: Occasionally fill in or support programs at CEP Learning Centers
- Ensure all records are complete and up to date



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- Social Media: Support CEP Instagram and FaceBook pages with photos, content, and the occasional post
- Support our annual fundraiser and fundraising campaigns
- Participate in donor and volunteer appreciation
- Support grant applications and reporting as appropriate
- 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

To Apply

To apply for the Program Coordinator role, please submit the following to beth@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.