



Program Coordinator - Oakland Area

Are you:

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

If so, we encourage you to apply for the full-time Program Coordinator - Oakland Area with Community Education Partnerships (CEP).

Job Title: Program Coordinator - Oakland Area

Schedule: 35-40 hours per week, generally 12:00 pm - 8:30 pm during the school year and potentially earlier hours during the school breaks. Occasional weekend hours are anticipated.

Salary: \$25 per hour

Reports To: Program Manager

Location: Oakland, CA

Benefits: Health and dental insurance, paid sick and vacation time, and 10 paid holidays per year. Employees are provided with a computer and a work cell phone or personal 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 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 homelessness 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 currently runs two Children's Learning Centers, fully staffed classrooms hosted inside family shelters in Oakland and Richmond. CEP is a growing nonprofit based in Oakland, CA, that has provided services to students facing homelessness and housing instability across the Bay Area since 2010.

The Role

As a key team member, the Program Coordinator - Oakland Area oversees service at our Oakland Children's Learning Center and two nearby transitional home partner sites. Main tasks include planning, coordinating, and leading programming at the Children's Learning Center (3 days per week), overseeing our volunteer-led programming at two partner locations (1 day per week each), and coordinating one-on-one tutoring services



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for student residents. This position is currently supported by a full-time Americorps member and volunteers who help to implement programming throughout the year. The ideal candidate for this position is someone who enjoys student-facing direct service roles and is looking to develop their partnership and relationship management skill set.

Key Responsibilities

Coordination of Children's Learning Center (CLC) (3 days per week)

- Create and maintain an academic and enrichment activity schedule for the CLC that is tailored to the age groups present at the shelter
- Create and maintain a respectful environment at the CLC that is conducive to learning
- Supervise and support onsite AmeriCorps Members, interns, and volunteers
 - Oversee the recruitment, interviewing, onboarding, and training of CLC AmeriCorps Members, interns, and volunteers
 - Coordinate CLC interns' and volunteer schedules and daily work.
 - Meet regularly with the support team to provide guidance and feedback
 - Provide guidance and resources to CLC volunteers
 - Inform supervisor of volunteer needs
- Coordinate and support one-on-one tutors for CLC students
- With support from the AmeriCorps Member, keep the CLC organized and tidy, and ensure that adequate program supplies are available
- Develop resources, maintain and implement curriculum for students at the CLC
- Conduct student intake
- Conduct timely and consistent outreach to shelter residents to inform them of available services at the CLC and in the community
- Regularly check in with parents, caregivers, and/or guardians regarding students' experience at the CLC and their academic progress
- Organize events and celebrations for students at the CLC (e.g., Family Reading Nights, guest visitors, holiday celebrations)
- Coordinate and attend semi-regular site coordination meetings with shelter staff and management
- Ensure families are connected to resources for school registration, IEP/504 assessments, etc.
- Ensure high-quality recordkeeping and regular data entry for all activities associated with the CLC



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Coordinate Supplementary Program and One-On-One Tutoring at Two Partner Sites: (2 days per week, one day at each site)

- Coordinate the scheduling and delivery of supplementary programs including weekly volunteer-led programs and quarterly family events
 - Schedule program dates and times with the partner site
 - Coordinate and support volunteers for these programs
 - Coordinate activities for programs including worksheets, read-alouds, dinners, literacy games, and book giveaway
 - Ensure supplies are available for these programs
- Coordinate volunteers for one-on-one tutoring for students at these sites
- Ensure data entry and record keeping are sound and up-to-date

Other duties (5% of the time)

- Support grant writing and grant reporting with stories of service and accurate data
- Share best practices, templates, lesson plans, and guidance with current and future colleagues
- 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 - Oakland Area must have

- Passion for CEP's mission and the belief that every student deserves the support they need to achieve academic success
- Knowledge of academic instruction best practices and experience supporting student learning
- The ability to work both independently and remotely while remaining accountable to performance expectations
- Exceptional interpersonal and communication skills: the 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
- Reliable access to a car and an driver's license



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Qualifications

- A B.A./B.S. degree or an Associate's degree with at least 3-5 years of relevant work experience
- Teaching or leadership experience in a classroom setting
- Demonstrated effectiveness in coordinating and managing volunteers or staff
- 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
- Bilingual (Spanish) preferred

To Apply

To apply for the Program Coordinator - Oakland Area role, please submit the following to info@cep.ngo with the subject Program Coordinator - Oakland Area: **cover letter, resume, and three references** highlighting your qualifications for the role. 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.