



Program Coordinator - San Francisco Bay Area

Are you:

- Committed to social and educational justice?
- Are you deeply concerned about entrenched educational inequities?
- A strong communicator?
- Detailed oriented?
- Self-motivated?
- 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 11:00 am - 7:30 pm, with some flexibility at the start and end of the day. Occasional weekend hours are required.

Salary: \$25/hour, non-exempt

Reports To: Program Manager

Language Requirements: English required, Spanish preferred

Start Date: July 1st, 2024

Location: The focus of this position is San Francisco, although our office is in Oakland and occasional trips to Oakland and Richmond are required.

Benefits: Health and dental insurance, paid sick and vacation time, 10 paid holidays per year, mileage reimbursement. Employees are provided with a computer and cell phone or 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 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 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.



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The Role

As a key team member, the Program Coordinator will help coordinate and grow our education programs in their assigned geographic areas and school districts. This position requires strong organizational skills, attention to detail, self-motivation, clear communication, and a dedication to providing student services. Frequent 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 are required.

Hours

The Program Coordinator is a non-exempt employee, committing up to 35 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 City and County of San Francisco (70% of the time)

- Annually recruit, screen, and train 50 volunteer tutors to work with Bay Area School District's McKinney-Vento students
- Annually recruit, enroll, and support 50 Bay Area students who reside or attend schools in San Francisco
- Provide ongoing support and coaching to volunteer tutors and check in with them about their students' progress
- Check-in with students, their families, and tutors to ensure their tutoring and educational needs are met at least once a week
- Ensure tutors are logging their volunteer hours in CEP's database
- Ensure tutors are providing student performance feedback
- Ensure students provide feedback on tutoring sessions
- Ensure students' academic performance is on an upward trajectory
- Provide academic support to students and tutors
- Ensure accurate recording keeping and data collection procedures are being followed
- Ensure students' and volunteers' case notes are updated once a week

Coordinate Supplementary Programs (15% of the time)

- Coordinate the scheduling and delivery of supplementary programs, including Family Reading Nights and Back to School Nights, Homework Clubs, and Study Halls. Tasks include:
 - Schedule dates and times with housing staff and librarians
 - Coordinate volunteers for these programs
 - Coordinate and lead program activities, including read-alouds, homework support, literacy programming, and book giveaways.
 - Ensure supplies are available for these programs



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Coordinate with Partners Sites (10% of the time)

- Conduct outreach with shelters, transitional homes, parents/caregivers, community members, schools, 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 for various stakeholders
- Support data collection for periodic service reports

Other duties (5% of the time)

- Support CEP Children's Learning Centers: Occasionally fill in or support programs at CEP Children's Learning Centers
- 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 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: the ability to actively listen and communicate clearly and 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
- Self-motivated and meets deadlines and deliverables
- Reliable 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 in coordinating and managing volunteers or staff
- Demonstrated effectiveness in 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



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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.