



Job Title: Program Coordinator

Classification: Full-time

Department: Program

Reports to: Director of Student Programs

Salary: \$44,100

Purpose of Role: This employee is responsible for activating and delivering direct service of volunteer programs; overseeing daily programmatic logistics and database management.

Individual Accountabilities

- Facilitate weekly literacy mentorship programs with students and volunteers.
- Manage relationships between school and volunteer partners.
- Develop strong working relationships with program teachers and school coordinators.
- Work with program partners to recruit students and volunteers for program.
- Coordinate and supervise the program logistics for volunteers (groups and individuals).
- Communicate regularly with volunteers, including weekly email reminders.
- Prepare volunteers to participate in program.
- Ensure that volunteers uphold WITS policies.
- Observe student and volunteer interactions and offer coaching to volunteers.
- Curate program supplies and update materials to ensure books, space, and activities stay relevant to each program's needs.
- Assist in promoting WITS teacher programs.
- Support development staff with program-specific grants and fundraising.
- Disseminate organization-wide communication to volunteers and school partners when asked.
- Create collateral and WITS promotional materials for programs.
- Maintain accurate attendance and constituent information in WITS' database (Salesforce).

Indicators of Success

- Development of thorough timelines with at least 3-month lead times before start of all projects.
- Effective project management.
- Effective collaboration with colleagues; Chief Development Officer, Development Director, and Chief Executive Officer.
- Integrity of database maintenance and development reports.

Key Collaboration Network

Key Shared Accountabilities

- Work with program team to have programs of 10+ students and mentors

Key Collaborators

- Director of Student Programs
- Chief Program & Strategy Officer
- Community Manager

Key Capabilities and Leadership Behaviors

- Understanding of and commitment to the mission, vision, and goals of WITS.
- A desire to adapt and grow.
- A self-starter and finisher who can see a plan through from conception to completion.
- Ability to give direction to and synthesize information from multiple individuals.
- Agile working style and willingness to adapt.
- A strong ability to develop compelling and grammatically accurate written communication across varied mediums.
- Team player and team builder.
- Strong ability to work independently and identify next steps to accomplish goals.

Decision Rights

- Decisions connected to day-to-day program delivery such as:
 - Program logistics (eg: scheduling, program rosters, transportation of students and mentors).
 - Program facilitation.
 - Coaching students and volunteers.
 - Updating materials like books or activities.

Skills and Experience Required

- Experience working with elementary and/or middle grade students.
- Comfortable traveling throughout the city on a weekly basis.
- Proficient in Google Suite, Microsoft Office, and willingness to learn new digital tools.
- Bilingual/biliterate (Spanish) preferred.

Physical Demands

- Program coordinators spend much of their time in elementary schools, where noise levels can be moderate to loud.
- Must be able to bend, squat, and climb stairs daily.
- Must be able to lift 30 lbs.