

## Job Title

### Program Coordinator

**Classification:** Full-time, Exempt

**Reports to:** Programs Manager

**Staff Supervision:** No

**Salary:** \$38,000 - \$42,000 a year

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## Role Summary

The Program Coordinator is an essential internal role at FLOC under the supervision of the Program Manager, the Program Coordinator is responsible for guiding FLOC Program's virtually and at multiple program sites. The Program Coordinator must be confident in providing guidance to volunteer tutors on the use of creative teaching techniques to encourage students' learning. This position will expose the candidate to a variety of program management, administrative responsibilities, program evaluation, project planning, and general non-profit operations experience.

## Work You'll Do

The Program Coordinator will be responsible for the following tasks:

- Provide guidance to partners who assist with FLOC's program.
- Conducts quality assurance during the program to ensure the curriculum is being implemented appropriately.
- Maintains a supportive, organized, and cohesive program environment including positive relationships with students and tutors.
- Develops innovative ways to keep students engaged in the curriculum and provides tutors with effective ideas for effective implementation of curricula and activities.
- Implements FLOC's attendance and behavior management policies consistently and effectively.
- Involves the Program Manager in student and /or parent situations when appropriate or needed.
- Assist with managing interns.
- Develop and refine internal procedures for enrolling applied students into programs.
- Oversee program enrollment with the support of other Coordinators.
- Work to better engage parents at off-site tutoring locations.
- Serve as the liaison between FLOC and local schools, local universities and other partners.
- Records, tracks, and ensures accuracy of data related to student progress, attendance, contact information, and meals each week.
- Ensures that all students are pre-tested prior to enrollment & post-tested after participation.
- Compiles site specific data and writes site specific reports as needed and requested by the Program Manager
- Is able to serve as a lead trainer for tutor training in both math and reading curricula.
- Demonstrates a working knowledge of the curricula, including the necessary expertise, skills and abilities to be successful in this position.
- Assists with training for site Coordinators, new staff members & interns.

- Assists the Program Manager and recruitment team with additional projects as needed

### **About the Team**

The Program Coordinator will join a talented team of mission-driven staff that believes in the mission and vision at FLOC.

The Neighborhood Tutoring Program helps students in grades 2nd-12th achieve grade-level competency in reading and math through one-on-one attention and a structured, step-by-step curriculum. Frequent tests help ensure that a student has mastered the material in one lesson before moving on to the next. When students are guided at their own pace and engaged through fun and interesting activities, they gain academic skills and confidence in their ability to learn.

The Neighborhood Tutoring Program team at FLOC ensures that all steps are taken to make sure the program is able to run full, strong, and ensure success for our students.

This individual will be expected to have excellent communication skills, be exceptionally motivated, extremely organized, and a highly committed rising star who will work within Washington D.C. and be required to travel to other work sites within D.C.

### **Now Let's Talk About You**

You are someone with:

- Bachelor's degree or equivalent work experience
- Must be motivated, organized, possess excellent communication and have strong interpersonal skills
- 1-2 years' experience providing educational programming to school aged youth.
- Program administration and /or supervision experience.
- Enthusiastic about the FLOC mission, education, and the nonprofit sector. Experience with FLOC programming is a plus.
- Knowledgeable about education, community-based organizations, or social services. Familiarity with the Washington, D.C. community is a plus.
- Highly organized, detail oriented, and motivated to learn a variety of skills.
- Excellent oral and written communication skills.
- Strong computer skills, data management, and analysis.
- Google Suite proficient.
- Fluency in Spanish is a plus.

### **FLOC's Vision**

Our vision is a city where every child's potential – regardless of zip code, skin color or family status – is unlocked with a post-secondary degree, opening the doors to success in life.

### **We believe...**

- Every child matters and is equally important.
- The best education combines quality in the classroom with enhanced learning opportunities outside the classroom.
- Every family who needs and wants these opportunities should have guaranteed access.
- Every child deserves a clear, viable path to a post-secondary degree.

### **Benefits**

FLOC offers competitive salaries based on the experience and skills of employees. Additionally, FLOC provides a comprehensive benefits package that includes:

- Medical
- Dental
- Vision
- 403(b)
- Ancillary benefits

### **Next Steps**

If this sounds like the sort of role for you, apply now by visiting the Career's page on FLOC's website.

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### **Equal Employment Opportunity Disclaimer**

For Love of Children is committed to a policy of equal opportunity for all persons without regard to race, creed, color, sex age, religion, national origin, disability, citizenship, sexual orientation, political affiliation, or any other illegal basis or discrimination. Applicants and

employees receive equal opportunity in recruitment, hiring, promotion, discipline, transfers, benefits, services, training, termination and all other personnel procedures. FLOC believes

that every employee should have the opportunity to achieve his or her potential, limited only by individual ability to perform the work, level the effort, experience and training, and should be able to work in an environment free of discrimination or sexual or other harassment.