

CHESTER EDUCATION FOUNDATION

JOB POSTING

Program Coordinator

POSITION SUMMARY

Support the mission of CEF in its efforts to mobilize and serve the community by supporting the needs of children and their families. This grant-funded position has oversight responsibility for developing, coordinating, monitoring and ensuring the quality of a school based afterschool program at the middle school level.

SELECTED JOB DUTIES

- Schedule programs and events and coordinate with school personnel, transportation and other service providers. Recruit and supervise staff. Monitor student and staff attendance, program evaluations, comments and feedback.
- Provide monthly and quarterly narrative and quantitative reports. Establish system for ensuring delivery of quality programs. Conduct formal and informal assessments and evaluation of programs with constituents (staff, school support, parents, children, etc.)
- Initiate strategies to meet program goals and objectives. Participate in community outreach activities and CEF sponsored and/or collaborative activities. Develop key relationships in the community with program providers and funding sources.
- Coordinate with lead teacher and manage staff and volunteers
- Support the grant writing process. Manage and allocate resources appropriately

EDUCATION AND EXPERIENCE

- Bachelors degree
- Experience in working with adolescents
- Experience in program development/coordination

OTHER REQUIREMENTS/SKILLS

- Ability to drive, valid driver's license, automobile, auto insurance
- Ability to participate in evening and weekend activities
- Organized, ability to multi-task, flexibility, initiative, excellent oral/written communication skills, ability to work as an integral part of a team
- Proficient computer skills (word, data-base, internet, presentation software)
- Ability to manage projects from start through completion.
- Must respect children

SEND RESUME TO:
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