



## **Community Literacy Program Coordinator Position Description**

### **Organization and Background**

The Center for Success is a nonprofit organization committed to impacting youth through education and exposure to social interactions and activities. We believe that if we impact the next generation, we change our collective future.

### **Our Mission.**

Our mission is to unite community and literacy to empower students in their journey of education.

### **Our Vision.**

Our vision is to vitalize our community's relationship with literacy by creating training and a supportive village that increases the knowledge, skills, mindsets and avenues for connected contribution to grade level reading proficiency. Our collaboratively rich programs ignite a passion for education that inspires students to thrive academically within safe spaces and intentional learning structures where students connect with dedicated mentors for guided, specified literacy interventions. We pave the way for community contribution towards children's lifelong love of learning through reading.

### **Organizational Values:**

- **Diversity, Community, Connection, Growth**

### **Position Description**

The Center for Success Program Coordinator oversees and ensures successful planning and implementation of all on site programming, as well as engaging CFSN staff and volunteers. The Program Coordinator will report to the Community Literacy Program Manager and work collaboratively with other in-person sites to ensure program quality and consistency.

Job responsibilities include:

#### **1. Program Implementation and Management:**

- a. Oversee the successful implementation of all programming, including planning and logistics, outreach, and participant communication.
- b. Plan and execute engaging enrichment lessons and connect with outside providers to schedule and promote reciprocal enrichment programs.
- c. Provide mentors with completed weekly lessons based on student assessments and individual goals and written feedback on mentor logs after every session.
- d. Administer literacy assessments to students at the beginning, middle, and end of the

year and analyze student assessments to create individual learning plans for student folders.

- e. Utilize various platforms for program delivery.
- f. Foster a sense of belonging and community for all students, caregivers, and mentors recognizing and addressing systemic barriers that may hinder some students' access to academic and social-emotional growth.
- g. Develop and maintain positive, connected, solution oriented relationships with caregivers, students, and mentors
- h. Share student level updates with mentors and caregivers
- i. Center racial equity and inclusion in all teaching practices and decision-making processes.
- j. Bring practical solutions to issues of equity and inclusion in classrooms, and continuously evaluate and improve teaching strategies to ensure that all students have equal access to learning opportunities.
- k. Maintain a clean and organized space
- l. Provide or arrange for transportation as needed
- m. Monitor and adhere to budget and all CFSN financial procedures

## **2. Staff and Volunteer Management:**

- a. Collaboratively work with the Program Associate to provide guidance, training, and performance management to train, supervise, and retain mentors and interns.
- b. Match students and mentors to facilitate strong relationships.
- c. Coordinate meal delivery and service through OLSHA/Meet Up and Eat Up while adhering to all policies and procedures.
- d. Complete mentor onboarding, including training and background checks.

## **3. Outreach and Recruitment:**

- a. Ensure full student enrollment through active outreach and recruitment in the community.
- b. Script weekly program schedules and participate in the creation and updating of needed program materials, in coordination with management.
- c. Manage the bussing transportation, with direction from the leadership, regarding routes and drop off/pick up times

## **4. Program Evaluation and Data Collection:**

- a. Oversee program evaluation and data collection, including surveys and other feedback mechanisms while working with the Community Literacy Program Manager to help develop strategies to support program sustainability.
- b. Ensure accurate attendance and academic database records of volunteers and students by given deadlines.

## **5. Organizational Success:**

- a. Attend all applicable recurring meetings, including ELC, team and staff meetings
- b. Work collaboratively with partner organizations to ensure seamless collaboration, provide and encourage spaces for problem solving as needed
- c. Share stories and support in telling the CFSN story
- d. Consistently meet CFSN quarterly objectives and goals
- e. Attend community and organization events

## **Qualifications**

The successful candidate must believe in the core organizational values of Center for Success and be driven by the organization's mission and vision. The candidate should demonstrate a passion for expanding CFSN with a professional, dynamic, positive approach to building relationships to support the organization's growth. We are seeking a high-energy Center Program Coordinator who is mission-driven and self-directed, skilled in volunteer management, and excited about working in a fast-paced environment. Candidates should possess the following qualifications:

- Bachelor's degree required, Elementary Education certification (preferred)
- A clear understanding of academic and literacy development, with experience using assessment to drive instruction
- A passion for working to help children succeed
- Ability to plan, prioritize, and coordinate multiple projects simultaneously
- Excellent interpersonal and written communication skills
- Commitment to efficient use of resources
- Experience managing a large number of volunteers and supervising staff members
- Experience with email, databases, Google Applications.
- Experience in a results-oriented, relationship-focused teaching or youth development role
- Reliable transportation required

## **Salary**

Position is full time, and includes health reimbursement benefits. Salary ranges based on experience and education from 40,000 to 45,000.

## **To Apply**

Please send a detailed cover letter that captures why this position is a great match for your skills and interests, along with your resume to [heidi.miller@center4success.org](mailto:heidi.miller@center4success.org). Please include the job title in the subject line.