

## **Dreams for Schools Program Coordinator Job Description**

**Position Title:** Program Coordinator

**Position Status:** Full-Time, Exempt Position

**Location:** Yorba Linda, CA office. Travel required for Program related events.

**Salary:** \$40,000 - \$45,000 year commensurate with qualifications and experience. Healthcare benefits provided.

### **How to Apply:**

Please submit a cover letter and resume and other relevant information to [hr@dreamsforschools.org](mailto:hr@dreamsforschools.org).

### **About Dreams for Schools:**

[Dreams for Schools](http://www.dreamsforschools.org) (DFS) is 501(c)(3) nonprofit making STEM approachable and accessible for all. Empowering students. Cultivating curiosity. With the right tools and experience, we help kids program the future.

Dreams for Schools provides high quality out of school programs for students in K-12 (ranging from Mobile App Development, Web Development, Building Autonomous Vehicles with Arduino, and more). DFS also provides professional development opportunities for educators and offers summer programs for students.

### **Position Overview:**

The function of the Program Coordinator is to be an active team member of the Dreams for Schools Programs Team and to work closely with both the Program Director, or Executive Director and front-line instructor staff in ensuring the highest quality of Dreams for Schools' Education programs.

We strive to make Dreams for Schools a place where talented people who care about our mission and education can take initiative and grow in their career. If you're the right person for the job, we'll support you, and you can be confident that you'll be working with an exceptional and results oriented team. We hope you'll consider joining the Dreams for Schools' family!

### **Key Duties/Responsibilities:**

#### **Program Management and Supervision**

- Works with the Programs Team to coordinate outreach with schools and educators to establish relationships for after-school activities
- Assist with the on-boarding, training, and recruitment of front-line program staff for different after-school programs

- Provide support for front-line instructor staff with coordination of their school site schedules and assist front-line staff as needed
- Provide front-line staff with feedback as needed, review issues, and ensure overall quality and success of programs
- Supervise, conduct training sessions, performance reviews and evaluations for front-line program staff
- Develop and implement strategies that will maximize program impact in collaboration with staff
- Assist with research and outreach to new school and community partners to raise awareness about programs, particularly for multicultural and other underserved communities
- Managing partnerships with school and community organizations in order to advance our work in the education space
- Representing the organization to external audiences and serve as an ambassador for the work

### **Program Development**

- Develop tracking systems and work with staff to ensure successful delivery of program, reporting and evaluation
- Assist the DFS staff in carrying out assessments and measures in order to effectively evaluate the program
- Work with the team to develop volunteer initiatives with partners, outreach efforts, organize training for staff and develop new initiatives
- Assist in event coordination program showcases and trainings including timelines, budgeting, venue sourcing, logistical operations, etc.
- Provide administrative support to the overall team and different roles as needed
- Help assist in developing and revising curriculum, presentations, training materials to train instructors
- Capture internal policies and systems to ensure future ease & scalability

### **Minimum Qualifications:**

- Bachelor's degree with 1-2 years' experience in Non-Profit, Technology or Education Sector
- Must have excellent interpersonal communication skills, team player, problem solver, and multi-tasker
- Passionate about technology, education, and digital literacy issues
- Comfortable speaking to large and small groups of people, with strong enthusiasm about different topics
- A natural collaborator, being able to work with teams and have a track record of working with colleagues to achieve results
- An experienced self-managed leader, as you'll be responsible for managing different programs, staff, and schools
- An initiative taker & proactive communicator

- Must have excellent organizational, communication and listening skills.
- Strong coordination, communication, outreach and support skills
- Occasional weekend hours as needed for trainings, ability to work a flexible schedule and be available for front-line staff
- Ability to do some travel for local school site visits, conferences, meetings and trainings
- You must be eligible to work in the United States, have a valid CA Driver's License and reliable transportation with proof of car insurance
- Must pass criminal background check as you will engage with staff and children at school sites

Qualified candidates will be contacted via email to schedule a short phone interview before being invited to our Yorba Linda office for an in-person interview.

Dreams for Schools is an Equal Opportunity Employer and does not discriminate on the basis of race, ethnicity, religion, gender, age, physical disability, and sexual orientation.