



Team: Education & Youth Services
Position Title: Asst. Program Coordinator, Project Ready
Status: Part-Time or Contract

Position Summary:

Responsible for working with the daily operations of the Pre-College Enrollment Program, Project Ready and Career.

Essential Functions:

1. Monitor volunteers.
2. Ensure effective short-term and long-term program planning is administered.
3. Keep informed and knowledgeable of the history of education and education trends.
4. Keep abreast of new trends and developments in education and public school trends.
5. Administer unique and creative activities and specific programs to address the educational needs and problems of minority and disadvantaged people.
6. Adhere to Urban League policies and support management decisions and goals in a positive, professional manner.
7. Perform other duties as assigned.

Knowledge, Skills and Abilities Required:

1. Excellent written and oral communication skills; ability to communicate effectively and project a professional image when giving and taking information in writing, in person, and over the phone.
2. Accurate typing/keyboarding skills, basic computer skills, including the use of word processing and spreadsheet software applications.
3. Ability to take initiative and prioritize tasks, excellent time management, problem-prevention, and problem-solving skills.
4. Ability to work accurately with close attention to detail.
5. Ability to maintain confidentiality of sensitive information.
6. Ability to work with co-workers, customers and outside agencies professionally and tactfully.
7. Knowledge of college application and financial aid process and other sources of educational scholarships.
8. Demonstrated knowledge of the issues and problems faced by students and the families of those who have experienced difficulty with traditional educational systems.
9. Manage/Supervise leadership and academic workshops (including but not limited to SAT/ACT, Scholarships, soft skills, academic tutoring).
10. Outreach to schools, community, and faith based.

Qualifications:

1. Associate's degree or equivalent experience
2. Previous experience in an academic setting.

Employment Conditions:

Continuation is based on the ability to receive ongoing funding.

Salary/Pay Rate: Based on Experience

To Apply: Email to urbanleagueups@gmail.com with the subject Asst. Education Coordinator.