



Job Title: Program Coordinator
Department: Educational Enrichment Services
Reports To: Program Director
FLSA Status: Exempt, Full-Time or Non-Exempt, Part-Time
Salary Range: \$33,280 - \$39,990 or \$14- \$16 per hour

Basic Function:

Provide program coordination for one program including but not limited to: Accelerating Children’s Education (ACE) After-School Program, Summer School Program, Weekend Tutoring, Extended Learning Time Program, and Teen Leadership & College Career Preparation Program. See Program Manuals and funding source Scope of Work or contract documents for more specific program information. The Program Coordinator is a member of the Leadership Team and as such provides support and assistance to the Program Director for the department and the agency as a whole.

Responsibilities

1. Provides supervision to direct service staff who implement the day-to-day program activities;
2. Monitor progress toward and insure accomplishment of program goals and outcomes;
3. Comply with Quality Assurance plans and implement appropriate evaluation activities;
4. Insure that documentation is accurate, up-to-date, and complete;
5. Insure that accurate and timely reports are submitted as required by AYC and the funding source;
6. Work with the Program Director to develop and utilize budgets for programs;
7. Help coordinate in public relations and community outreach activities for programs;
8. Represent AYC at community collaborative and outside meetings as assigned;
9. Attend and facilitate trainings and meetings as assigned; and
10. Other related duties as assigned by the Program Director or as identified in program manuals or funding source contracts.

Required Education & Training:

1. Bachelors Degree in Education or similar degree;
2. At least 2 years of related working experience with youth and parents in a supervisory manner;
3. Ability to motivate, lead, and team build with staff;
4. Experience working with diverse communities;
5. Excellent verbal and written communication skills and attention to detail in documentation;
6. Computer literate;
7. Must have a valid California driver's license, excellent driving record, reliable vehicle and auto insurance; and
8. Adult, Child, and Infant CPR/AED & First Aid Certification.

Preferred Education & Training:

1. CA Teaching Credential, multiple subjects or Preschool;
2. Bilingual in Mandarin, Cantonese, Vietnamese, or Spanish.

Please send a cover letter and resume to careers@asianyouthcenter.org