

Program Coordinator- SAN Francisco, CA

We want to see every child succeed. How does it start? Involved parents.

GreatSchools, the nation's premier provider of online K-12 information, provides quality support and information to low-and-moderate income parents through its award-winning bilingual online and on-the-ground program called College Bound. GreatSchools has immediate openings for several fixed-term contract positions (15-20 hours per week) Program Coordinators with a passion for working with multi-ethnic families and communities to implement the College Bound program at elementary school sites in the SF Bay Area. The right candidates will be outgoing and resourceful, be committed to working with diverse and disadvantaged parents to improve educational opportunities for their children, and have proven experience with working directly in or with public and/or public charter schools, mobilizing local communities, and implementing education programs in a school or after-school setting. **This contract position ends June 1, 2012.** Please only apply if this is what you seek.

General Overview:

The College Bound Program Coordinator will implement College Bound in partnership with a local elementary school. The Program Coordinator role contains four primary components: Recruitment & Retention, Program Management, Metrics & Sustainability, and Communication. Each role is vital in creating a successful College Bound program.

Duties and Responsibilities:

Recruitment & Retention

- Provide program orientation, encourage parent involvement, and maintain monthly contact with families and school.
- Facilitate regular bilingual after school and evening workshops for parents and vested community leaders.
- Recruit and contract child care services for all parent and family events.
- Manage day-to-day operations of the program.
- Recruit, oversee, and provide ongoing support for College Bound volunteers.
- Maintain high visibility at the After School Program.
- Assure technology and other shared school space is well maintained and left as found.
- Develop and maintain a calendar of workshops and in a posted area in school site.
- Assure distribution of refreshment and snacks for parents during workshops.

Program Management

- Manage partnerships with site school, community-based organizations, parents, and staff leaders, to successfully run the College Bound program.
- Work with community-based organizations, site school and volunteers to hold partner and parent workshops, trainings, and College Bound graduation event for Bay Area parents of K-5 children.
- Be an on- call resource for school personnel and parents involved in College Bound.
- Attend school staff meetings quarterly to provide information and updates on College Bound implementation.
- Produce and distribute print collateral and materials, coordinating with Implementation Manager.
- Manage school site budget and expenditure tracking.

Metrics & Sustainability

- Set and hit target deadlines and meet specific metrics and goals for partner and parent participation, maintaining regular communication with Implementation Manager toward those deadlines and goals.
- Monitor the project and report on status of school site, parents, and supporting community stakeholders. Complete administrative-related reports.
- Submit all required documentation on a timely basis, including attendance, budget balances, and any related evaluation documentation.
- Coordinate evaluation processes, including surveys, focus groups, and case study studies involving participating parents and school personnel.

Communication

- Develop and maintain a high level of communication and positive relationships with school leader(s), teachers, office staff, and community based organizations via email, social networks, and site specific newsletters.
- Respond promptly and courteously to parent concerns and/or suggestions. Notify Implementation Manager of parent concerns and/or suggestions.
- Meet at least monthly with the Program Coordinator team to synchronize program design, discuss evaluation processes, outreach efforts, and potential challenges.
- Work closely with Implementation Manager to:
 - Identify parents and community leaders for College Bound case study purposes
 - Align activities that correspond to school calendar, parent schedules, and CBO events
 - Design site specific evaluation tools.

Experience/Education/Skills Required:

The successful candidate for this position will have demonstrated experience education-related programs. He or she will also have expertise in community mobilization and training, both with schools and school districts, community- and faith-based organizations, and directly with families. Finally, he or she will have strong verbal and written communication skills in both English and Spanish.

The ideal candidate:

- Has a Bachelor's degree
- Is fully bilingual (read, write and speak) in English and Spanish
- Has a proven record of consistently meeting or exceeding program deadlines, metrics and goals
- Has a strong knowledge of Bay Area communities and is familiar with current parent school involvement challenges.
- Has a proven record of successfully partnering with local community organizations(schools, churches, CBOs, social service orgs) that serve K-5 families
- Is able to effectively mobilize, engage, and motivate low-income and low-literacy families
- Communicates effectively, using a variety of communication styles and mediums - in person, via phone, letter and email - and across a wide range of partners and parents with different levels of skill and knowledge
- Exercises independent judgment, troubleshooting, and decision-making under pressure
- Is self-motivated, organized, flexible and resourceful with an incredible drive to get things done
- Has experience preparing accurate and concise data and materials
- Is computer literate (Internet, MS Office) and comfortable with online technologies
- Is available to work around parent schedules

How to Apply:

Please send a résumé and a cover letter including salary requirements to jobs+programcoord@greatschools.org with "Program Coordinator" in the subject line. Résumés without cover letters will not be considered. No phone calls please.

This is a **7-month contract position through June 2012**. Only apply if this is what you are seeking.

We are an equal opportunity employer and encourage diversity in our workplace.

About GreatSchools:

GreatSchools is a national nonprofit organization that inspires and guides parents to be effective champions of their children's education at home and in their communities. Founded in 1998, GreatSchools reaches more than 37 million people each year – approximately one-in-three American families with school-age children – via web, email and print media.

GreatSchools provides content and tools that help parents get the best possible education for their children through advice, activities, tools and news. With profiles of 200,000 public, public charter, and private PreK-12 schools, GreatSchools is the most comprehensive source of information on school quality today.

GreatSchools is based in San Francisco and has field offices in Milwaukee and Washington, DC. GreatSchools derives income from a combination of philanthropic, public and commercial sources, including online advertising, sponsorships, data and content licensing, and fee-based services. GreatSchools is supported by numerous foundations and corporations, including the Bill and Melinda Gates Foundation, the Robertson Foundation and the Walton Family Foundation.