



CENTER FOR
LEADERSHIP
DEVELOPMENT

Empowering Youth / Strengthening Community

Job Title: Program Coordinator—Full Time

Organization Name: Center for Leadership Development, Inc.
Indianapolis, IN 46208

Organization overview: The mission of the Center for Leadership Development (CLD) is to foster the advancement of minority youth in Central Indiana as future professional, business and community leaders by providing experiences that encourage personal development and educational attainment.

Position Description:

- Plans, organizes and implements programs and initiatives in order to produce a preeminent experience for all participants, and to fulfill CLD's mission to minority youth.
- Assists College Prep Director in the management and operation of the College Resource Center.
- Assists in the development of program content, monitors key performance indicators and outcomes and prepares program reports and proposals.
- Manages and evaluates the overall quality of the program experience, including reviewing and updating curriculum and observing classes and events.
- Coordinates the recruitment of program participants, facilitators and volunteers, and monitors program expenditures.
- Presents information internally, to the Board and to the community at large about programs assigned to their portfolio.
- Position requires working evenings and weekends.

Skills:

- 1 to 3 years' experience in educational programming and/or student development
- Experience working with youth of diverse backgrounds.
- Strong written and verbal communication skills.
- Strong organizational skills.
- Effective time management skills.
- Ability to multi-task, working independently or collaboratively.
- Ability to interact successfully with parents, youth, volunteers from diverse cultural and socio-economic backgrounds.
- Ability to supervise staff.

Education:

Bachelors of Science in Social Work, Education, Sociology or related field preferred.
Valid driver's license

To apply: Send cover letter, resume and salary requirements to Gail A. Bradford, CPA at gbradford@cldinc.org. No phone calls please.