



# CENTER FOR LEADERSHIP DEVELOPMENT

Cultivating Character / Empowering Youth / Enriching Community

Department	College Prep Institute
Job Title	<b>Program Coordinator-Internships and Mentoring</b>
Reports to	Assistant Director of College Prep Institute

<b>Travel Required</b> ✓ Local	<b>Type of position:</b> ✓ Full-time, Non-Exempt	<b>Hours:</b> ✓ 40 hours per week ✓ 8:00am-4:30pm M-F ✓ Some Evenings and Saturdays are required as scheduled
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## GENERAL POSITION DESCRIPTION

As a member of the College Prep Institute (CPI) team, the Program Coordinator-Internships and Mentoring coordinates, implements and facilitates all stages in the delivery of CPI programs and services including managing and evaluating the overall quality of the program experience, reviewing and updating curriculum and observing classes and events. This position coordinates CPI internship and mentoring programs and activities.

This role regularly attends recruitment events to increase CPI participants and secure mentors and internship sites. Goals progress is reported to the Assistant Director of College Prep Institute. It is essential that the person in this role have excellent written communication, strong organizational skills, knowledge of Black youth opportunities and challenges and can speak during Recruitment Events to how CLD can help youth and families address these challenges.

This Program Coordinator position is responsible for coordinating the following programs and activities:

- Affinity Groups
- Internships (including Lilly Internships)
- Creates infrastructure for one-on-one mentoring

## ROLES & RESPONSIBILITIES

### Program Coordination

- Creates infrastructure for mentoring and internship opportunities.
- Supervises, evaluates and reviews duties and performance of Program Assistant, from assembling program materials, to checking that general clean-up of program space is done, to include removing garbage left on the floors, sweeping and/or vacuuming.
- May Facilitate services in the absence of a Facilitator.
- Ensures implementation of policies and practices in the delivery of programs and services.
- Maintains budget, tracking expenditures and transactions for cost effectiveness of programs.



- Oversees the preparation, ordering, and publishing of all program communications, including curriculum, letters and emails, website and social media postings, booklets, flyers, etc. to ensure superior quality, clarity and relevancy.
- Develops and delivers program-specific training to volunteer Facilitators and conducts post-program meetings with Facilitators to ensure program effectiveness.
- Oversees the collection and maintenance of program data such as attendance, assessments, student information, parent information, etc. and enters it into database. Helps with data cleaning as instructed by Data Analyst and Manager of Program Evaluation.
- Communicates with Program Assistants and Facilitators about data collection procedures, in accordance with evaluation-related SOPs.
- Reviews and analyzes program data, including pre- and post-program surveys, to make meaning, track progress, and inform program improvements. Completes Close Out forms for each program they oversee.
- Prepares and sends correspondence (program announcements, applications, confirmations, reminders, etc.) to participants and parents.
- Serves as the primary contact for mentors and internship sites.
- Spots tensions among students and reports to the Assistant Director of CPI.

#### **Recruitment**

- Adheres to the Recruitment Plan at the direction of the Director of CPI.
- Actively attends recruitment opportunities to increase CPI participant, mentor, and internship site interest.

#### **Organizational**

- Follows Standard Operating Procedures and duties as assigned in Monday.com
- Complies with mandatory attendance at the following annual CLD events: Minority Achiever's Awards and Scholarship Gala, College Prep Conference, Indiana Black Expo and all graduations unless instructed otherwise.
- Adheres to professional personal presentation following CLD dress code policy.
- May perform specialized activities in direct support of the accomplishment of organizational objectives and the CLD mission.
- Other duties assigned.

#### **WORK EXPERIENCE AND SKILLS REQUIREMENT**

- Minimum 2 years' experience as a program coordinator or relevant position.
- Minimum 2 years in a Supervisory role.
- Proficient in MS Office.
- Knowledge of program management and development procedures.
- Knowledge of budgeting, bookkeeping and reporting.
- Working knowledge of database input and management.
- Ability to speak with tact, diplomacy, and persuasiveness both in person and on the telephone.
- Familiarity with Monday.com visual team management web application.
- Strong organizational and communication skills with excellent grammar.
- Ability to work well under minimal supervision.
- Good attention to detail as the information worked with will be used for senior level decision making so it is vital it is correct.
- Prior success at executing projects in a timely manner and in achieving results on schedule.



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- Accepts criticism and deals calmly and effectively with high stress situations.
- Persistence in the face of obstacles and to considerable variety in the workplace.
- Ability to effectively use a variety of office equipment such as multi-line telephone, copier and fax.

## **ATTRIBUTES**

- Impeccable character.
- Strong willingness to take on responsibilities and challenges.
- Pleasant with others on the job and displays a good-natured, cooperative attitude.
- Prefers to work with others rather than alone, and is personally connected with others on the job.

## **EDUCATION and/or CERTIFICATION REQUIREMENTS**

- BA or BS degree in any field, preferably education.

## **PHYSICAL REQUIREMENTS/DEMANDS**

- Generally sedentary work, remaining in a stationary position for long periods of time, extensive computer usage, hand-eye coordination. Events do require physical exertion, including lifting of boxes no more than 30 lbs., moving chairs and tables, loading and unloading supplies.
- Must have reliable transportation.
- Must be willing to work some evenings and Saturdays.

## **WORK ENVIRONMENT**

This position operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, printers, scanners, laminators and photocopiers.