



POSITION ANNOUNCEMENT

Program Coordinator

Full-Time/Salary \$32k-\$36k depending on experience

The mission of the Decatur Education Foundation is to connect people, resources and ideas to solve the problems that keep some of our kids from finding success.

Our values:

- We are flexible and responsive to the changing needs of children in our community
- We are inclusive and welcoming to all who want to engage in our work
- We operate with a philosophy of collaboration and support rather than competition
- We value integrity, equity of opportunity, collective impact and entrepreneurship

We do our work in 4 major ways:

- **We remove obstacles...**that impede learning for our kids so that all our kids can find success in school and life
- **We provide opportunities...**that accelerate and deepen learning and empower Decatur's kids to make a positive contribution on our world
- **We support teachers and educational programs...**to ensure that our kids have engaging, meaningful classroom experiences
- **We strengthen community programs...**to extend our capacity to provide great experiences for Decatur's kids

because with the support of their community, every child can reach their full potential

The Decatur Education Foundation is seeking a dynamic, organized, self-starter with excellent oral and written communication skills to help coordinate the Foundation's programs. The majority of time will be spent on our two mentor programs, REACH and AIM Scholars with remaining time spent supporting our work in the core areas of student behavioral health, equity, basic needs, and classroom support.

Candidate must have strong written and oral communication skills, computer skills, attention to detail, and the ability to interact professionally with a diverse constituent base. Candidate must be flexible and willing to adapt and adjust as needed to meet the needs of students and volunteers.

Experience managing volunteers strongly preferred. Mentoring experience and experience with database management and social media are a plus. Seeking someone who is meticulous and can respond to changing, fast-paced environment. Must appreciate the importance of confidentiality and be committed to the ideal of educational equity. Must be willing to drive DEF mini-van to transport children. Background check and DMV check required.

Mentor Program Duties

- Recruit, screen, select and train mentors for the Foundation's two mentor programs (one for elementary-aged kids, one for high school-aged kids)

- Promote mentoring programs within the community
- Update and maintain mentor database and student records
- Engage and support mentors on a regular basis and troubleshoot issues as they arise
- Work with mentees/families to identify goals and/or needs
- Identify and create connections with opportunities within our community that are specific to the needs of the mentees
- Plan and host educational and enrichment events and activities for the mentees
- Reach out to potential business partners who want to offer opportunities for our mentees
- Drive DEF van to transport mentees to events and activities

Other Program Duties

- Work closely with the Director of Programs and Partnerships to provide support for programs, events and initiatives
- Coordinate meetings for program-specific teams and committees
- Help promote programs in the community

To apply:

Submit cover letter and resume via email to marie@decatureducationfoundation.org by January 31, 2020. No calls please.