



PROGRAMMING COORDINATOR

ORGANIZATION OVERVIEW

NJ LEEP is a four-year college access and success program working with 140+ students from underserved neighborhoods in the greater Newark area. We help students perform at high academic levels by building skills through law-related and other educational programs, developing the habits necessary for college success and community leadership, and offering exposure to role models who have achieved professional success. NJ LEEP's model is challenging and rigorous and 100% of NJ LEEP program graduates have gone on to college, including Amherst, Georgetown, Princeton, Rutgers, Wellesley, Wesleyan, and the University of Chicago. NJ LEEP has won national awards for program quality and innovation, and has been recognized at the US Department of Education and The White House.

POSITION OVERVIEW

This is a new position created as part of NJ LEEP's 2017-21 strategic plan and intended to strengthen the quality of NJ LEEP's College Bound Program (CBP) by providing additional programming support. This position will include both direct student engagement and programming administration. Additionally, this position will be required to work on a Tuesday – Saturday schedule.

The Program Coordinator will work with the Dean of Family Engagement on the delivery of specific NJ LEEP programs, and will be asked to support on all other programming duties as necessary. NJ LEEP is seeking qualified candidates to contribute immediately to our team, as well as being capable of significant growth in the role and the organization.

PRIMARY RESPONSIBILITIES

After School Program

- Monitor and track daily attendance, including follow-up with absent and tardy students
- Proactively create a warm, welcoming and high-energy culture for students
- Work to build relationships of trust, support, and high expectations with students and families

ACT Program

- Administer all aspects of NJ LEEP's ACT Prep Program, both after school and over the summer, including interfacing with test-prep provider
- Drive student performance through individual conversations with students and families, structured group discussions, and other duties as assigned

Saturday Writing Class (SWC)

- Provide administrative support on all aspects of Saturday Writing Class to Dean of Family Engagement
- Includes, but is not limited to: tracking attendance, test scores and assignment completion, printing of all SWC materials, oversight of Saturday detention and other duties as assigned
- Proactively create a warm, welcoming and high-energy culture for students
- Review of instructor lesson plans and providing of feedback to instructors directly

Student Recruitment

- Conduct recruitment sessions at local middle schools, teaching a sample lesson and collecting student contact information
- Oversee group interview sessions and individual student application and interview process
- Facilitate selection of incoming students
- Build lasting relationships with local schools to facilitate ease of ongoing recruitment

Administrative Support

- Track, input and maintain data (including, but not limited to: attendance, assignment completion, exam performance, etc.) into NJ LEEP data-management system (as referenced above)
- Pull weekly data reports
- Build and maintain an evolving college-going aesthetic in program facilities
- Administer nutritional/snack program for students
- Provide additional support to all programming staff, as coordinated by supervisor, on all other duties as assigned

QUALIFICATIONS

NJ LEEP is dedicated to very specific core principles. Among them are: a commitment to excellence and a willingness to constantly reflect on ways to improve our individual and institutional performance. Additionally, candidates must have the following:

- BS/BA degree from a 4-year college or university

- Instructional experience, with a strong preference for at least two years of high school level instruction
- Highly structured, capable of managing many competing responsibilities
- Preference for experience working in a college readiness environment
- Strong analytical, problem-solving skills, and attention to detail
- Excellent written and oral communication skills
- Highly motivated, organized, self-directed individual who can proactively and creatively solve problems and manage multiple projects simultaneously
- Professional and positive attitude with a willingness to contribute to a positive staff dynamic; a sense of humor is a must

Compensation: NJ LEEP offers a competitive salary and benefits package for full-time employees.

Application Instructions: Interested applicants should submit a resume and cover letter to Razeya Rahman at rrahman@njleep.org with the subject line “Programming Coordinator.” Applications will be reviewed on a rolling basis until the position is filled. Applicants are strongly encouraged to apply as soon as possible; applications received by **October 15** will receive priority consideration. The projected start date for this position is Fall 2017.

Due to the volume of applications, only applicants selected for an interview will be contacted.

NJ LEEP is an equal opportunity employer, committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage candidates from all groups and communities to apply.