Program Coordinator Job Description

Since 1968, Sociedad Latina has been working in partnership with Latino youth to cultivate the next generation of leaders. With the support of families and the broader community, Sociedad Latina fulfills its critical mission by providing a broad array of programs that build youth skills, educate and enrich the lives of youth and their families, and foster youth and adult leadership and action.

The STEAM Team Program Coordinator will work in partnership with youth and families to develop Science, Technology, Engineering, Arts and Math (STEAM) programming to students in grades 6-8 in an afterschool setting. The STEAM Team Program Coordinator will work with Sociedad Latina partners, middle school staff, and volunteers to implement quality academic and enrichment programming to participants.

**Specific Responsibilities**

*The Program Coordinator will work closely with the Program Manager to execute the following responsibilities:*

➢ Create hands-on, quality STEAM programming for middle school participants
➢ Enhance curriculum materials and learning activities to increase academic skills in participants
➢ Incorporate strategies into programming to best support English Language Learners
➢ Implement positive youth engagement strategies to encourage program participants to follow group agreements
➢ Maintain communication with participants’ school teachers, guidance counselors, and parents/family
➢ Recruit and retain participants throughout the length of the program
➢ Order materials, supplies, and maintain space of program
➢ Responsible for program paperwork, data collection, grant reporting, and evaluation
➢ Recruit, supervise, and coordinate trainings for part time staff & volunteers
➢ Engage STEAM Team participants’ families in Sociedad Latina events and programming
➢ Facilitate positive communication and build relationships between Sociedad Latina and parents/families of program participants
➢ Attend community and partner meetings as directed to expand resources and relationships and positively represent Sociedad Latina
➢ Works as a liaison to build and sustain relationships between Sociedad Latina and Boston Public Schools

**Knowledge**

➢ Minimum one year experience in youth development/education
➢ Understanding of culture of after school/out of school time
➢ Knowledge of effective strategies for working with English Language Learners and diverse communities
**Qualifications Include**

**Required**

➢ Bilingual (English/Spanish).
➢ Experience working in a school, educational, or youth-support setting, especially with a STEM focus.
➢ Demonstrated ability to establish rapport with youth.
➢ Excellent interpersonal and communication skills.
➢ Strong organizational skills, attention to detail, and ability to manage multiple priorities effectively.
➢ Proven ability to anticipate, identify, and analyze problems and opportunities and establish priorities with youth.
➢ Proven ability to maintain the flexibility necessary to adapt, respond, and meet the needs of a non-profit organization.
➢ Ability to work independently and as part of a team.
➢ Ability problem solve & think creatively.
➢ Willingness to travel within Boston Public Schools (Roxbury and East Boston).
➢ Willingness to work a flexible schedule, primarily 10-6 PM, and some evenings and weekends as needed.
➢ Comfort/willingness in working with ages 6-21 and with families.

**Preferred**

➢ Bachelor’s or Associate’s degree.
➢ Understanding of Boston Public Schools and/or local community colleges.
➢ Understanding of the first-generation, immigrant student experience.
➢ Proven experience in partnership building, including experience as program coordinator.
➢ Demonstrated ability to manage student behavior.
➢ Demonstrated public speaking and facilitation skills.

**Salary and Benefits:**

This is a full-time (40 hours per week) position.
Anticipated salary range is $36,000 - $38,000 dependent on experience and education level

**Send cover letter and resume to:**
Juan Maldonado, Program Director
juan@sociedadlatina.org

*Candidates who do not send a cover letter will not be considered*

"Sociedad Latina strongly encourages East Boston and surrounding neighborhood residents to apply"