



Education Coordinator

Homeless No More works with families that are at-risk or experiencing homelessness through the following strategic initiatives: emergency services (Family Shelter), transitional shelter (St. Lawrence Place), affordable housing (Live Oak), and advocacy. We do this by supporting homeless and at-risk families through services and environments that help maximize their potential and move them toward independent living.

The Education Coordinator supervises the day-to-day operations of the afterschool and camp programs. This includes monitoring the Lead Education Assistant and additional Education Assistants, who are all part of the Education Team. This position reports to the Education Program Manager and Chief Program Officer. Additionally, this position is responsible for ensuring youth in grades K4-12 enrolled in our after-school and summer camp programs have the necessary support and resources to achieve academic success and emotional well-being while residing within HNM programs. The Education Team works closely with other areas of the organization, including education, communications, compliance, and operations, through informal communication as well as established processes and meetings.

Essential Responsibilities:

- Ongoing assessment of the needs of school-age youth involved in afterschool and camp programs in partnership with the Education Program Manager and Case Managers
- Design, plan, and implement youth educational programming to address the learning needs of students enrolled in the afterschool and camp programs (fall, winter, spring break, and summer)
- Develop rapport with all youth and families served by the HNM afterschool and camp programs
- Ensure staffing coverage for the after-school and camp programming
- Serve as an active participant on the Family Services and Education Teams, providing backup and support to peers as needed
- Create partnerships with appropriate community stakeholders to support education
- Assist in the ongoing assessment of family and educational services
- Participate in case consultation to assure comprehensive quality care for clients
- Consistently track student success measures to promote and meet established outcomes
- Supervise the Lead Education Assistant and Education Assistants in their day-to-day responsibilities
- Develop and implement ongoing training for Education Assistants
- Accurate and timely documentation of all client interactions in designated records, ensuring documentation adheres to HMIS guidelines, grant requirements, and organizational procedures
- Assist in the recruitment, hiring, evaluation, and retention of members of the Education Team
- Ensure the standards and practices for the upkeep, use, and maintenance of the Education Center are followed at all times

Other Responsibilities:

- Identify, cultivate, and maintain relationships with other service providers for referrals and resources
- Represent HNM in the community, as requested
- Attend training and workshops as necessary
- Additional duties as assigned

Position Qualifications:

We are looking for someone who has:

- Experience working with at-risk populations, including but not limited to people experiencing homelessness and people living in poverty
- Thrives in a fast-paced, fun environment and enjoys working with children and families
- A passion for helping at-risk youth succeed in their educational environments
- Demonstrates the ability to work effectively as a member of a multidisciplinary team
- Has strong verbal and written communication, administrative, and organizational skills
- Has a strengths-based and solution-focused approach
- Demonstrates the ability to manage and de-escalate crises
- An ability to successfully multi-task, prioritize, or pivot to ensure quality care
- An understanding of data collection, reporting, and compliance management

Required Qualifications:

- A bachelor's degree in education, social work, or a related field
- At least 2 years of related experience in working with children and adolescents
- An understanding of child development and the public education system
- Awareness of educational trends and best practices, including Social Emotional Learning (SEL), trauma-informed practices, and culturally responsive practices
- Program and curriculum development experience
- Experience establishing and maintaining connections within organizations and the community
- Experience supervising staff

Preferred Qualifications:

- A working knowledge of how social determinants of health affect education
- Experience in the non-profit sector
- Knowledge of Homeless Management Information System (HMIS)

Location: Columbia, SC

Salary range: \$38,000 - \$48,000 commensurate with experience, certification, and education

Schedule: 40 hours per week, regularly 10am – 6pm, including evenings and occasional weekends

Employment type: Full-time, salaried

Benefits:

- Paid time off plus 12 paid holidays
- Employee Assistance Program (EAP)
- Flexible scheduling
- Flex time redemption for weekly hours worked over 40
- Medical insurance options, healthcare flexible spending account, and optional insurance benefits
- Company-sponsored retirement plan

This job description is not intended to be all-inclusive. HNM reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment. To apply, please send resumes to Jeremy Martin via email: jmartin@homelessnomore.org.