PROGRAM COORDINATOR

The Program Coordinator will plan, implement and evaluate activities and services for the youth development component and monitor the band on practice and performance days for the East of the River Boys & Girls Steelband. The Program Coordinator is supervised by the Executive Director and works closely with Steelband staff and volunteers.

QUALIFICATIONS

High school diploma or GED required. College degree preferred. Four to six years of relevant work with adolescent youth and a foundation of administrative concepts and practices; advance skills in Microsoft Office applications; ability to communicate effectively; ability to establish and maintain effective relationships with and gain the confidence and cooperation of supervisors, managers and the public; general knowledge of Ward 7, its programs, agencies and institutions. AYD training a plus.

RESPONSIBILITIES

A. Provide administrative and programmatic support to Executive Director and program staff to ensure the highest standard of integrity and operations of the program;
B. Plan and coordinate youth development program with staff, volunteers and contractors;
C. Create schedule of events and organize learning activities;
D. Prepare educational materials, monitor small group activities, and assist youth;
E. Provide logistical coordination during program activities, events and training sessions (e.g., managing registration, circulating hand-outs, managing sign-in of participants);
F. Provide reports on programming and maintain filing system for all program documents; and
G. Participate in Steelband programs and events.
H. And other duties as assigned

This part-time position is estimated at 30 hours of service per month. Compensation is based upon candidate’s experience. Schedule flexibility is required. The position is paid at an agreed upon base rate. This is a consultant position therefore the contractor will be responsible for all related taxes for filing purposes.

How to apply - Please submit a resume, cover letter and references to info@eotrsteelband.org
No phone calls accepted. This position is targeted to District of Columbia residents, preferably with connections east of the Anacostia River, all may apply.
Closes 6:00 pm February 11, 2022