



HEAF30

HARLEM
EDUCATIONAL
ACTIVITIES FUND

Position: Brooklyn Program Coordinator (full time)

HEAF is a comprehensive educational enrichment and youth development organization that works to help motivated students develop the intellectual curiosity, academic ability, social values and personal resiliency they need to ensure success in school, career and life. HEAF identifies students in middle school and supports them until they have successfully graduated from four-year colleges through a variety of after-school, Saturday and summer educational and youth development programs. The Brooklyn Program Coordinator is responsible for coordinating services for middle school and high school students.

Responsibilities include, but are not limited to:

Programming Planning and Management:

- Support curriculum development for academic classes and enrichment electives
- Coordinate daily program activities, including monitoring of students and space, and class/activity preparation and dismissal
- Facilitate weekly college workshops for all high school students
- Educate and counsel students and parents about the college application, scholarship, and financial aid processes through individual and group planning meetings
- Assist with supervision of all part-time staff including teachers, teacher assistants, tutors, interns, and volunteers
- Delivery of instruction in absence of teachers
- Coordinate college tours and career days

Student and Family Engagement:

- Correspond with parents and students via e-mail and phone regarding attendance, student behavior, academics, and upcoming events/opportunities
- Provide counseling to parents and students during high school application process
- Coordinate and support parent meetings as needed

Administrative & Data Management:

- Manage program database & maintain all student records and files
- Monitor and report on student progress, academic performance and attendance
- Generate written program monthly reports and other reports as requested by other departments
- Collaborate with high schools and parents to obtain student report cards and transcripts
- Monitor and order program supplies and meals

General Job Requirements:

- BSW preferred or BA and 1-3 years of experience teaching, counseling or working with adolescents in an educational/youth development environment
- Strong verbal, written and computer skills are essential (knowledge of Salesforce is a plus)
- Bilingual (Spanish/English) candidates are highly encouraged to apply
- Ability and willingness to work part time at Brooklyn site and part time at Harlem site
- Strong organizational, computer, and interpersonal skills
- Outstanding collaborative skills and organizational skills
- Willingness to learn and utilize progressive program and instructional models
- Familiarity of NYS Common Core curriculum is a plus

Schedule:

Part time in Brooklyn and part time in Harlem

School Year: Tuesday - Saturday

Summer: Monday - Friday

How to apply:

Interested candidates should submit a cover letter and resume to spitari@heaf.org and

Please include "Brooklyn Program Coordinator" in the subject line.

No phone calls please.