



HEAF30

HARLEM
EDUCATIONAL
ACTIVITIES FUND

Position: Brooklyn Erasmus Program Coordinator, High Expectations

Job type: Part 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 resilience 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 Program Coordinator of High Expectations will be responsible for supporting the daily operations of the middle school program and will report directly to the Manager of High Expectations.

Our High Expectations program works with middle school students (6th-8th grade), their families and communities to provide academic and youth leadership enrichment through after-school and Saturday programs. High Expectations integrates experiential learning and academic enrichment that begins the students' preparation for acceptance into New York City's top public high schools and introduces them to college preparation. By familiarizing students with the benefits of higher education as early as the sixth grade, HEAF focuses our participants' long-term vision and offers them the tools, resources and social-emotional support necessary to thrive in college and career.

Responsibilities include, but are not limited to:

Programming Planning and Management

- Coordinate daily program activities, including monitoring of students and space, and class/activity preparation and dismissal
- Assist with supervision of all part-time High Expectations Staff including teachers, teacher assistants, tutors, interns, and volunteers
- Delivery of instruction in absence of teachers
- Coordinate at least 3 college tours per year
- Coordinate annual career day conference

Student and Family Engagement

- Correspond with parents and students via email and phone regarding attendance, student behavior, academics, and upcoming events/opportunities
- Supervise students during meal times
- Provide counseling to parents and students during high school application process
- Address student behavior and support learning in the classroom
- Articulate organization mission and programmatic goals to parents and students
- Coordinate and support parent meetings as needed

Administrative & Data Management

- Manage program database on Salesforce
- Update and maintain all student records and files
- Record daily student attendance
- 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 middle school staff and parents to obtain student report cards and transcripts
- Monitor and order program supplies and meals

Schedule:

School Year: Saturdays 8:30am - 4:30pm

Planning time: 12 hours per week

To apply:

Interested candidates should submit a cover letter resume to jobs@heaf.org Please include "*BK Erasmus Coordinator*" in the subject line. No phone calls please.