

Job Title:	GEAR UP Program Coordinator	Position Type:	Full-time
Department:	College Awareness & Preparation	Salary Range:	Based on experience
FIS Contact:	Carolina Hernandez-Malone, Director (chernandez@familiesinschools.org)	Date Posted:	December 16, 2012
Submission Requirements:	<ul style="list-style-type: none"> • Cover Letter/Resume • Writing Sample (3-5 pages) 	Date Posting Expires:	Until filled

Organization Overview

Families In Schools (FIS) is a nonprofit organization based in downtown Los Angeles, California, whose mission is *to involve parents and communities in their children's education to achieve lifelong success*. FIS views the engagement of parents as a component essential in school reform. To achieve its mission, FIS focuses its efforts in four strategic areas: Community Engagement and Advocacy, Early Education and Family Literacy, College Awareness and Preparation, and School Partnerships. To learn more about FIS programs and services please visit: www.familiesinschools.org.

Job Description

Position Overview:

FIS seeks a professional dedicated to educational reform and parent engagement interested in supporting the mission, vision, and ongoing development of the organization. In collaboration with the Director and other FIS staff, the individual will work to develop, implement and monitor parent/student engagement programs for GEAR UP schools. This is a full-time position reporting to the Director of College Awareness & Preparation.

Responsibilities:

- Develop a work plan in accordance with goals, objectives, and funding limitations to implement parent and student programs at GEAR UP school sites; oversees program operations and coordinates services with school staff.
- Develop and facilitate trainings, workshops, seminars, meetings or conferences; coordinates logistics, scheduling and participant communication.
- Develop, compile and write communication, promotional literature, and/or program tools for distribution such as newsletters, flyers, or curriculum.
- Track and monitor appropriate participation by GEAR UP parents, students, staff and accurate on-time assessment.
- Participate in local education collaboratives, committees, or taskforce meetings on behalf of the organization.
- Strong public speaking skills with the ability to interact with participants in both small and large group settings.
- Assist with grant applications and program reports, as needed or requested.

Skills/Qualifications:

- Bachelor's degree required; Master's degree in education, social work, sociology, or related field strongly preferred.
- Minimum 4-5 years of demonstrated involvement in college access programs and knowledgeable of the current college access policies at the local, state and/or national levels.
- Solutions and detail-oriented with exceptional organizational skills.
- Experience working in low-income communities, schools, and/or community-based (nonprofit) agencies.
- Project management experience, adhering to project deadlines/budgets and ensuring high-quality deliverables.
- Excellent oral and written communication skills.
- Bilingual in Spanish and English strongly preferred.
- Multicultural sensitivity.
- Proficient in Microsoft Office and other online tools.
- Ability to work independently and as part of an interdepartmental team.
- Technology savvy and solid proficiency in Microsoft Office Suite (Word, Excel, Power Point, Publisher, Outlook).
- Strong interpersonal and human relations skills.
- Desire to work in the nonprofit field.
- Ability to thrive within a fast-paced, results-driven environment.
- Ability to work on multiple projects simultaneously and effectively.
- Willingness to work weekends and evenings, and travel throughout Los Angeles area as necessary.
- Access to a car, possession of a valid driver's license, and proof of current automobile insurance.