

St. Michaels Community Center

Education Coordinator – Job Description

St. Michaels Community Center is looking for an education coordinator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all the qualifications but have sufficient experience and talent.

Position: Education Coordinator

Reports To: Executive Director

Status: Part-time; Non-exempt (initially grant funded position with possibility of full-time employment)

Position Overview: The education coordinator is responsible for development, coordination, scheduling, and marketing of all education and enrichment programs and activities for St. Michaels Community Center. The education coordinator will be tasked with developing education and enrichment programs to support the organization's vision, mission, and strategic direction. The education coordinator will also oversee developing budgets and operating plans for programs and writing program funding proposals.

Education Coordinator Responsibilities:

- Assesses individual and community needs for education and enrichment programs
- Monitors the maintenance of supplies and equipment, and works to maintain an updated inventory of all program items
- Guide staff in the implementation of appropriate curriculum
- Develop and maintain professional peer contacts with partner organizations and internal staff to stay current on educational information and to pursue collaborative opportunities
- Balance time between developing and overseeing programs with supporting staff
- Coordinate communication and training activities related to project implementation
- Perform thorough analysis to use as the basis for the planning and organization of all efforts
- Draft, edit, proof communications content (email, web pages, social media, grants, etc.)
- Consider a variety of audiences, organizational structure, when developing content
- Develop and maintain the education mailing list
- Ensure program goals are met in all areas including customer satisfaction, safety, quality, and team member performance
- Ensure quality and consistency of communication with volunteers, program participants, parents, and teachers
- Develop new programs to support the strategic direction of the organization
- Supervise the development of workshops, events, and trips that will support, inspire, and inform participants
- Coordinate with, schedule, train, and prepare volunteers to work with program participants

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- Transport program participants to and from educational activities
- Work with the executive director when developing annual program calendar
- Work with and report to executive director satisfactory compliance with all legal requirements regarding background checks, parental authorizations, licensing, first aid, and other legal and safety requirements
- Coordinate the collection and reporting of statistical data required by grantors, partners, and county, state and federal agencies or organizations
- Produce and provide executive director accurate and timely reports of program status and statistics throughout the program lifecycle
- Oversee program volunteers which includes delegating tasks, solving problems, and designing work schedules
- Provide training for program staff and volunteers
- Ensure SMCC policies and nonprofit best practices are followed
- Act as a representative and advocate of SMCC and always uphold the mission and vision of SMCC
- Maintain a professional appearance and manner when greeting customers, correspondence, and addressing complaints
- Assist in the organization and attend events, meetings, and fundraisers as assigned
- Other duties as assigned

Education Coordinator Skills and Qualifications:

- Bachelor's degree in education or equivalent teaching experience
- Proven experience in education, project and program management in STEM or STEAM
- Proven experience managing a team
- Bilingual (English/Spanish) preferred
- Ability to design and develop training materials and knowledge of instruction design
- Experience using computers for a variety of tasks
- Proficiency in Microsoft Office, Zoom, Facebook, and other Apps and social media
- Strong organizational, communication, problem-solving, and analytical skills; ability to manage priorities and workflow
- Good math skills with the ability to create and analyze reports, spreadsheets, and budgets
- Leadership and interpersonal skills
- Must be able to pass background checks
- Flexibility in work schedule

Salary: \$20.00 - \$22.50/hour

Expected hire date: Immediately

To Apply: Candidates should submit a resume and cover letter explaining why you would like to be considered for this position to admin@stmichaelscc.org

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About the Role: This is a new role designed to support our growing organization! You will report to the Executive Director and will lead SMCC in furthering all education and enrichment programs of the organization. This is an important new role which will be mission focused on enhancing the lives of our neighbors in Bay Hundred and Talbot County.

Qualifications

A diverse team makes for collaborative work, creative thinking, and a stronger organization. If a role at SMCC sounds like something you'd find fulfilling and aligns with your career goals, please consider applying even if your experience doesn't exactly match the requirements listed. Experience comes in many forms, and a willingness to learn can go a long way. We are dedicated to adding new perspectives to the team and would love to hear from you!