



Sims Fayola FOUNDATION

Role Description: Programs Coordinator

Position Title: Programs Coordinator

Reports To: Director of K-12 Programs and Professional Learning

Position Overview:

The Programs Coordinator will assist in the planning, execution, and evaluation of the Foundation's K-12 educational programs, including after-school programming, summer academies, and the Empowered Ambition Youth Development (EAYD) program. Additionally, this role will serve as an Empowerment Coach for two cohorts, providing guidance, mentorship, and support to program participants. The role requires strong project management, communication, and organizational skills, as well as a commitment to the Foundation's mission of empowering young men of color.

Key Responsibilities:

Program Management:

- **Program Support:**
 - Assist in the coordination and execution of K-12 programs, including scheduling, logistics, and communication with staff and participants.
 - Provide administrative support for program operations, including managing program materials, tracking attendance, and collecting evaluation data.
 - Collaborate with the Manager of K-12 Programs to ensure programs align with the Foundation's mission and goals.
- **Event Planning and Coordination:**
 - Assist in organizing and managing program-related events such as field trips, closing ceremonies, and community engagement activities.
 - Coordinate logistics for events, including transportation, venue booking, and communication with vendors.
- **Data Management and Reporting:**
 - Track program participation, attendance, and engagement, ensuring all relevant data is captured and reported in a timely manner.
 - Assist in collecting and compiling data for program evaluations and progress reports.

- Maintain accurate program records, ensuring confidentiality and compliance with the Foundation’s data management protocols.
- **Communication and Outreach:**
 - Assist in outreach efforts to recruit participants for various programs.
 - Serve as the secondary point of contact for program participants, parents, and external partners, ensuring timely communication and responses to inquiries.
- **Empowerment Coaching:**
 - Act as the Empowerment Coach for two cohorts, providing mentorship, support, and guidance to participants.
 - Facilitate group sessions, goal-setting, and personal development activities within each cohort.
 - Monitor participant progress and provide individualized support to meet program goals.

Qualifications:

- **Education:** Higher education courses in Education, Youth Development, Social Work, or a related field preferred
- **Experience:** Minimum of 2 years of experience in youth development, or education
- **Skills:**
 - Strong leadership and management skills.
 - Excellent communication and interpersonal abilities.
 - Ability to build and maintain relationships with diverse stakeholders.
 - Knowledge of best practices in youth development, cultural relevance, and educational equity.

Work Environment:

- **Location:** Primarily based at the Sims-Fayola Foundation office with regular visits to partner schools and program sites.
- **Schedule:** Full-time position with occasional evening and weekend work required for program activities and events

Pay Range: \$55K - \$60K

How to Apply:

Interested candidates should submit a resume, cover letter, and three professional references to joy@sffoundation.org. The Sims-Fayola Foundation is an equal-opportunity employer and encourages applications from diverse candidates.