



Program Coordinator Position – Program 20 (Inglewood)

Organization Mission and Vision

The “I Have A Dream” Foundation—Los Angeles (IHADLA) provides long-term support to youth living in under-resourced communities to enable them to achieve their full potential. From an early age, we promote the values of higher education and career success and provide opportunities guaranteed through financial resources, enrichment programs, and more. Our dream is a world where every child has equal access to the educational and career opportunities that will ignite their innate potential.

Position Summary:

The “I Have a Dream” Foundation - Los Angeles (IHADLA) Program Coordinator will plan, coordinate, implement, and lead academic, social-emotional development, college, and career programming for 7th & 8th grade Dreamer Scholars. The Program Coordinator will work closely with colleagues such as the Executive Director, Program Coordinator, Program Sponsors, and other “I Have a Dream” stakeholders, as well as parents/families, teachers, Principals, and community partners. Our vision is for all children to have the opportunity to earn a college degree, capitalize on their talents fully and aspirations, and fulfill their dreams of attaining successful careers and productive global citizenship.

Reporting Relationship:

The Program Coordinator (PC) position reports to the Executive Director.

Position Location

The position is at an Inglewood Unified School District School, where there is daily in-person programming with some evening and weekend events.

Background Check

This position is subject to a background check, live scan, and negative TB results. Employment is contingent upon the successful completion of these results. IHADLA employees must provide proof of their automotive insurance.

Compensation & Benefits (FLSA Status: Non-Exempt)

IHADLA offers a competitive salary based on the organization’s compensation philosophy grounded in market data. The hourly rate for this position is \$23-\$24. Comprehensive benefits include health insurance, paid time off, and a 401K.

Duties & Responsibilities:

1. Develop interpersonal relationships with all Dreamer Scholars and their families; engage parents, guardians, and families in supporting student success and achievement.
2. Act as ongoing liaison to foster positive personal relationships among all “I Have a Dream” stakeholders, including Dreamer Scholars, families, other Program Coordinators, Program Sponsors, volunteer tutors, mentors, and others.
3. Serve as a lead team member in creating/planning/identifying/delivering diverse “I Have a Dream” programming for all student’s grade levels.
4. With support from other staff, develop, plan, implement, and lead various academic support and enrichment activities, such as homework assistance, tutoring, intervention, and enrichment workshops.
 - a. Develop positive, supportive, and collaborative relationships with and outreach to teachers, principals, counselors, and other school staff.
 - b. Serve as a support resource to help students deal with academic challenges and achieve academic success.
5. Develop, plan, and implement various social-emotional development activities, such as leadership, self-confidence, self-esteem building, cultural and recreational activities, community service opportunities, and field trips, with support from other staff.

- a. Serve as a resource for students' personal development, be a positive role model, and encourage participation in special events, awards, etc.
6. Develop, plan, and implement age-appropriate college and career preparation activities with support from other staff.
 - a. Provide students, when eligible, with guidance in selecting and applying for college, summer and part-time jobs, internships, and longer-term career opportunities.
7. Identify students with individualized academic, behavioral, and other needs, share information about these needs with key stakeholders, develop and implement advocacy actions to support student development, and coordinate referrals as appropriate.
8. Guide, supervise, support, and recognize program volunteers, including tutors and one-on-one mentors, with support from other staff.
9. Recruit, supervise, and evaluate part-time staff, with support from other staff.
10. As designated, manage the budget allocation for "I Have a Dream" activities; control expenses and submit all financial records to the Executive Director and Program Sponsors, consistently and diligently following all Policies and procedures.
11. Maintain a detailed file system for each Dreamer Scholar with support and assistance from classroom teachers, counselors, administrators, sponsors, volunteers, parents, and other stakeholders.
 - a. Track student participation and outcomes in all core service areas using Salesforce data system.
12. Assess student progress; utilize assessment data to achieve desired outcomes, with support from other staff.
13. Help develop and be accountable for achieving outcome goals for students and families.
14. Participate in team meetings and other required "I Have a Dream" events, contribute to newsletters and the website, and collaborate with grantmakers, the board, donors, and foundation partners, as appropriate.
15. For the safety and benefit of all participants, encourage appropriate participation in programming, enforce agreed-upon student and parent commitments, and develop strategies and resources to help struggling students meet participation goals.
16. Identify community resources; build partnerships designed to achieve mission and outcome goals; further support students and families; and develop meaningful community partnerships.
17. Ability and willingness to work with students, families, and schools as required; hours may vary significantly at various times.
18. Other duties as assigned; maintain flexibility.

Qualifications:

- Bachelor's Degree in a related field (i.e., education, social work, behavioral science, community-based education program, service, or advocacy).
- Five years of related work experience with demonstrated results/positive outcomes from children/families
- Ability to develop/identify/successfully implement effective educational, social-emotional development, and college and career preparation programming for K-12 students.
- Ability to develop strong interpersonal relationships with children, families, teachers, partners, colleagues, supervisors, and others
- Ability to motivate and support youth and families in under-resourced communities from diverse backgrounds with wide-ranging skill levels
- Ability to supervise and guide part-time staff
- Ability to supervise and guide volunteers
- An excellent understanding of local support services and the ability to develop community partnerships
- Bilingual Spanish – oral and written – strongly preferred

How to Apply

Interested candidates should submit the following to chaznae@ihadla.org with the subject: Last name/Program Coordinator Position. We will start scheduling interviews the week of July 15, 2024, with a start date of August 12, 2024. The position will remain open until filled.

- Cover letter about your professional experience. Please include why you are interested in the position and at least two examples of your experience working with K-12 youth in under-resourced communities.
- Resume