

Program Coordinator

Status: Full-Time

Salary: \$40,000 annually

Reports To: Executive Director

Position Overview

The Program Coordinator provides leadership for the Mind & Education Pillar and oversees all Thursday night program operations. This role ensures a structured, welcoming, and mission-aligned environment that strengthens participants' mental, language, educational, and social resources while maintaining excellence in program delivery.

Core Responsibilities

Thursday Night Leadership

- Oversee all Thursday night set-up, programming flow, facilitation, and take-down.
- Serve as primary host and facilitator.
- Coordinate weekly communication with staff and volunteers.
- Schedule and manage dinner sponsors.
- Ensure smooth transitions, engagement, and a culture of dignity and respect.

Mind & Education Pillar Focus

- Develop mental resources including problem-solving, resilience, and decision-making.
- Strengthen language development and formal register.
- Teach knowledge of hidden rules within education, workplace, and community systems.
- Foster social capital among participants, staff, and community partners.

Business Functions

1. Program Operations & Quality Assurance

- Track attendance, engagement, and outcomes.
- Maintain program standards and alignment with organizational goals.
- Provide monthly program reports.

2. Community Engagement & Partnership Support

- Maintain relationships with dinner sponsors and community partners.
- Represent the organization professionally in the community.
- Support ongoing program growth and visibility.

Qualifications

- Bachelor's Degree or equivalent experience
- Experience in education, nonprofit leadership, social services, or facilitation.
- Strong organizational and communication skills.
- Ability to lead teams and manage program logistics.
- Evening availability required (weekly Thursdays).