

## High School Programs Coordinator Job Description

**Position Title:** High School Programs Coordinator

**FLSA Status:** Part-Time (20 hours), Non-Exempt

**Core Program Competencies:** Education

**Starting Salary:** \$19/hour

**Benefits:** Once eligible, 3% match for Individual Retirement Account

**Supervisor's Title:** Education Director

**Location:** Buffalo, NY

**Organization Mission:** WEDI strengthens communities through a continuum of education and financial resources, removing systemic barriers to economic equity for all Western New Yorkers.

**Websites:** wedibuffalo.org

### Program Overview:

*Education: Multi-lingual language learners acquire comprehension and fluency to attain parity with native English-speaking peers, which in turn promotes high graduation rates, family health, and a strong community.* WEDI's education department strives to empower school-aged Multi-lingual Language Learners (MLL) and Students with Interrupted Formal Education (SIFE) through three main afterschool programs: ENERGY, FLY, and Launch. The ENERGY and FLY programs serve over 60 Multi-lingual language learners (MLLs) in grades 1-5 and 6-8, respectively. They focus on improving the students' abilities to read, write, and speak English, while also providing homework help or specialized academic support through additional enrichment activities. In the 2018-2019 school year, students in ENERGY had a 91% average attendance rate, 82% increased their oral and social skills, and 100% improved their literacy by at least one reading level. That same year, 84% of FLY students improved their GPA and 95% improved their social, behavioral, and emotional health. The high school program, Launch, began in September 2018. Its pilot year, Launch was the largest group of students consistently attending afterschool programs at Lafayette International Community School, including 85% of the Hispanic students enrolled in afterschool. Of these students, 100% increased GPA and social, behavioral, and emotional health. It currently serves grades 9 and 10—and will expand by one grade annually—and offers academic support; financial education; college prep; and career exploration. In all three programs, 100% of students proceeded to the next grade level, as indicated by a passing GPA on their final report card.

### Primary Purpose and Function

- Coordinate WEDI's high school program at Lafayette International Community High School.
- Develop and coordinate additional high school programs as needed.

### Essential Functions and Responsibilities

- Coordinate the Launch after-school program that occurs every Monday, Tuesday, Wednesday, and Thursday from 3:30 to 6:15 PM with up to 20 students in each grade for both 9th and 10th grade throughout the school year.
- Coordinate the Saturday Academy Girls Club that occurs every Saturday Academy at Lafayette International Community School from 9:00 AM to 12 PM (about once a month)
- Coordinate educational programming that improves students' English language ability and offers homework help.
- Recruit students to yield no less than 15 total students each year for each program.
- Establish outcomes and goals for students, assess their progress through defined metrics, and maintain a record of these metrics.
- Coordinate with schools to develop referral systems that attract students who will best benefit from the program.

### VISION

All residents of Western New York can succeed and thrive in a culturally inclusive community.

### MISSION

WEDI strengthens communities through a continuum of educational and financial resources, removing systemic barriers to economic equity for all Western New Yorkers.

- Collaborate with other WEDI staff on programming, marketing, and grant-reporting.
- Recruit, train, and coordinate volunteers to assist with tutoring.
- Other duties as assigned by the Education Director.

#### **Possible Functions and Responsibilities**

- Assist students in applying for summer programs, jobs, internships, etc.
- Coordinate a one-day-a-week summer program.
- Coordinate Mayor Brown Summer Youth interns for WEDI's summer camp at Westminster Presbyterian Church.
- Contact the students' parents to ensure that they understand the program and can help the students toward their academic goals outside of the program.
- Supervise interns and project-based volunteers.

#### **Required Qualifications**

- A minimum of a bachelor's degree in Education, Psychology, Management, Administration, or related field.
- Ability to learn quickly and develop a passion for serving people in an urban community.
- Ability to speak in front of large groups of people, especially children, while maintaining an orderly and respectful environment.
- Ability to demonstrate strong customer service skills, especially with low-income individuals, refugees, and immigrants, including the capacity to work through interpreters and ability to recruit throughout the communities that WEDI serves.
- Competent and efficient in email and internet applications, including a database system for program and data tracking.
- Demonstrated problem-solving and people skills.
- High accuracy in work, strong attention to detail.
- Proven oral and written skills.

#### **Preferred Qualifications**

- Master's degree in Education, a Teacher's Certificate, or equivalent in a related field.
- 2 - 5 years' experience coordinating an after-school program for Multi-lingual language learners.
- Experience working with refugees, immigrants, and low-income individuals in an urban setting.
- A passion for educating children, improving the educational system, and serving the community.

#### **Physical Demands**

- Sitting and standing for extended periods of time, up to 2 hours at a time
- Frequent alpha/numeric keyboarding
- Regular oral communication in person and over the phone, especially with individuals with little English-language ability
- Ability to view a computer monitor
- Ability to sit on the floor for home visits where furniture is absent

#### **Organizational Policy/Procedure Compliance**

- Follow all regulatory policies and procedures and local, state, and federal laws
- Maintain confidentiality of corporate records and information at all times
- Keep a professional but friendly image

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## Application

WEDI values diversity and inclusion throughout its city and in its organization. People of color, women, LGBTQIA+ individuals, people with disabilities, and formerly incarcerated individuals are encouraged to apply.

Hourly pay will be commensurate with education and experience. WEDI will include health insurance with a full-time position.

Applications are currently being accepted and will continue until the position is filled. Email inquiries and applications only. Please submit a cover letter and resume to [info@wedibuffalo.org](mailto:info@wedibuffalo.org).

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