



High School Program Coordinator

Position Description

Position: High School Program Coordinator

Description:

We are seeking a dedicated, student-centered leader to provide service and support for a high functioning, small nonprofit organization in Green Bay. Working with a diverse staff by being collaborative and forward thinking, this position requires excellent communication (written and verbal) and interpersonal skills, along with being organized and paying strong attention to details.

The High School Coordinator is responsible for planning, organizing, and facilitating college readiness curriculum for underrepresented students and their families. The successful candidate has a strong foundation of knowledge in process improvement, student academic and social development, higher learning procedures, and relationship building.

Responsibilities:

1. Develop programming curriculum that meets the organization's program goals and objectives
2. Ensure programming meets the academic and interest needs of students
3. Prepare and facilitate weekly high school programming
4. Assess student learning and development on a regular basis
5. Maintain a positive relationship between school district personnel, students, and their parents
6. Cultivate a welcoming, equitable, and inclusive work environment
7. Routinely communicate with parents and families
8. Collaborate with staff to develop and deliver parent workshop curriculum, preparing materials as needed
9. Mentor and support coaching staff and volunteers
10. Sustain an ongoing positive, professional, and supportive relationship with students, families, staff and community members
11. Maintain strict confidentiality practices
12. Perform other job-related duties as assigned

Minimum Qualifications:

1. Bachelor's degree
2. 1-3 years of experience working with students in an education or community setting
3. Proficiency in Microsoft Office and Google Workspace programs
4. Effective communication (written and oral) and interpersonal skills

5. Superior organization and time management skills
6. Strong attention to detail with a clear focus on quality
7. Dedication to completing projects accurately and in a timely manner
8. Strong initiative and ability to work in a self-directed environment, yet remain team-oriented

Preferred Qualifications:

1. Bilingual (written and oral) in Spanish and English
2. 1-3 years of experience teaching reading, writing, or character development skills

Status:

This is a full-time, salaried position. This position reports to the NEW Scholars Director.

Compensation:

Compensation starts at \$40,000 per year, commensurate with experience. An attractive benefits plan including health, dental, vision, life and disability insurance, along with a retirement plan and paid time off, are included.

Candidates should submit their cover letter and professional resume to:

Carmen Vos, NEW Scholars Director
cvos@collegereadywi.org

Professional references (3) upon request.



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