



Middle School Program Coordinator

Position Description

Position: Middle 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 collaborative and forward thinking staff members, this position requires excellent communication (written and verbal) and interpersonal skills, along with a high level of organization and a strong attention to details.

The Middle School Coordinator is responsible for planning, organizing, and facilitating college readiness curriculum for underrepresented students and their families in English and Spanish. 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. Lead new student recruitment efforts in the community
2. Develop middle school programming curriculum that meets the organization's goals and objectives
3. Ensure programming activities and curriculum meet the academic and interest needs of students
4. Prepare for and facilitate weekly programming in grades 6, 7, 8.
5. Assess student learning, development, and career interests on a regular basis
6. Encourage and support positive relationships between students, their parents/guardians, and school district personnel
7. Cultivate a welcoming, equitable, and inclusive work environment
8. Clearly communicate programming details and events with parents and families
9. Collaborate with staff to develop, create, and deliver parent workshop curriculum
10. Mentor and support coaching staff and volunteers
11. Develop and maintain positive, professional, and supportive relationships within the community
12. Maintain strict confidentiality practices
13. Perform other job-related duties as assigned

Minimum Qualifications:

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

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

Preferred Qualifications:

1. 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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