



Founded in 1962, the vision of Scholarships, Inc. is to ensure that every student has access to the tools necessary to pursue higher education. Scholarships, Inc. is expanding its community offerings through a college readiness program that will help first generation, under-represented students to become college success and scholarship ready. It is our commitment to students and families that they secure the academic knowledge and skills necessary to prepare them for higher education and to instill in them the core character values.

For more information, please visit www.scholarshipsinc.org

Position Description: Program Coordinator

Position:

We are looking for a dedicated and dynamic Programming Coordinator to lead and support our middle school staff, oversee collection of program information, maintain organized program records; also facilitate weekly student programming. The Program Coordinator position also includes an important parent workshop component, which the coordinator would plan, lead, and facilitate along with other NEW Scholars staff. Parent workshops take place monthly.

The Programming Coordinator will:

1. Oversee and prepare materials for weekly student college readiness programming. Submit weekly planning that demonstrates preparation and planning prior to student programming.
2. Oversee programming staff to ensure quality programming is provided on a weekly basis. Facilitate quality programming and group activities.
3. Collect, maintain, and submit organized student records, program forms and student information to NEW Scholar Program Director on a regular basis.
4. Develop a positive, professional, and supportive relationship with students, parents, and colleagues.
5. Oversee and prepare materials for monthly parent workshops. Submit monthly planning that demonstrates planning and preparation to ensure quality programming.
6. Provide and ensure quality college readiness programming is provided to an ethnically diverse group of middle school age students and parents to meet the academic needs, interest level, and quality standards provided by the NEW Scholars program.
7. Take necessary precautions and exercise sound judgement to assure safety during programming.
8. Actively participate in team meeting and maintain a professional relationship with colleagues.
9. Perform other job-related duties as assigned.

Qualifications:

1. Bachelor's degree.
2. Expectation of 3-5 years of experience working with students or facilitating groups Ability to maintain effective working relationships with students and program staff.
3. Demonstrated ability to understand and work with linguistically and ethnically diverse student populations.
4. Effectively communicate, both orally and in writing.
5. Conversational Spanish skills (preferred, but not required).

Compensation: Extremely competitive. Commensurate with experience

Status: .75 Position
Three-quarter time position: Averaging > 30 hours per week.

Candidate must be available to instruct during the following times:

- Availability during afterschool time period (2:30-4:30) from September thru May
- Available one night per week (2:30-6:30) from September thru May
- Available to attend monthly student/parent workshops
- Two hours per week of office preparation time
- Participate in scheduled home visits (as arranged)
- Additional hours as needed for preparation and planning

Submit resume and three references to: jannoye@scholarshipsinc.org

Jason Annoye

Director - NEW Scholars Program
Scholarships, Inc.



920.857.9088 | jannoye@scholarshipsinc.org
2301 Riverside Drive, Green Bay, WI 54301