Title: Enrichment Coordinator

Organization: Stamford Public Education Foundation

Location: Stamford, CT

Assignment: Full time, Monday – Friday (occasional Saturday)

Reporting to: Director of Programming

About SPEF:

Founded in 1996, the Stamford Public Education Foundation (SPEF) is a registered 501(c)3 non-profit organization focused on delivering educational programs and resources that elevate student, educator and parent success by bridging the gap between needs in the Stamford Public Schools and resources in our community.

SPEF’s vision is that each and every student in the Stamford Public Schools will graduate high school and enter college, career training or full-time employment ready to succeed. SPEF operates over a dozen programs supporting over 3,000 students and parents, representing all 21 of the Stamford Public Schools. SPEF’s programs focus on four areas:

- College & Career Readiness Programming
- Enrichment Programming
- Family Programming
- Kindergarten Readiness Programming

Position Summary:

The Enrichment Coordinator manages the operations of SPEF’s elementary afterschool and summer enrichment programs, implementing programs under their responsibility, implementing new program curriculum, and communicating frequently with SPS staff associated with their programs. The Enrichment Coordinator will also work closely with the SPEF Development Team to research and write and research grants for afterschool and enrichment funding. This position reports to the Director of Programming.
Responsibilities:
- Design, planning, and implementation of SPEF Summer Enrichment programming
- Oversee SPEF’s Afterschool Enrichment programming for Elementary Schools to include; managing partners, logistics, and district level oversight
- Assist school and program staff in curriculum design and coordination for all enrichment programming
- On-site coordination for SPEF Summer Enrichment programming
- Coordinate with SPEF Development team to research and write public and private grants
- Coordinate and manage all Community-Based Organizations (CBOs) involved in both Summer and Afterschool Enrichment programming to ensure quality delivery of services/programming
- Recruit and train teachers and staff for both Summer Enrichment and Afterschool Enrichment programming
- Coordinate with school administration and staff to effectively implement both Summer and Afterschool Enrichment programming
- Track, gather, and analyze data related to enrichment programs

Qualifications
- Bachelor’s degree (preferred)
- Excellent verbal and written communication skills
- Passionate about public education
- Self-motivated
- Prior experience working in education
- Ability to work effectively in collaboration with diverse groups of people
- Proficient in Microsoft Excel
- Highly organized and detailed oriented

How to apply
Apply today by emailing your cover letter and resume to employment@spefct.org.

Disclaimer
SPEF is an equal opportunity employer, in compliance with state and federal statutes, we prohibit any form of unlawful harassment based on race, color, religion, sex, national origin, age, disability, status as a veteran, or status in any group protected by state or local law where we operate.