



**Stamford Public Education Foundation
Job Description**

Program Coordinator

Employment Type: Full-time, Exempt (35 hours per week)

Assignment: Hybrid; Monday-Friday; Occasional evening and weekend availability required

Compensation: \$40,000 - \$50,000/year

Reporting to: Director of Programming

Programs Overview

Stamford Mentoring Program

The Stamford Public Education Foundation's (SPEF) Stamford Mentoring Program serves Elementary, Middle and High School students by connecting them to academic support, enrichment opportunities, college and career readiness, social/emotional support, and community service initiatives.

Summer Start

SPEF's Summer Start program is a free 5-week, half-day program for children entering the Stamford Public Schools (SPS) without preschool experience focused on math, literacy, and social/emotional skills to prepare them for the upcoming year of kindergarten. Parents/caregivers are provided meaningful experiences to support their engagement in their child's kindergarten year.

Position Summary

The Program Coordinator will work as a part of the SPEF Programs team to provide administrative and logistical support for the Stamford Mentoring and Summer Start programs. The Program Coordinator is responsible for working alongside the Director of Programming to design, deliver, and report on SPEF's programs while creating a supportive and welcoming environment for the students to feel safe and have fun.

General Responsibilities

- Receive individual assignments from SPEF's Director of Programming
- Organize program logistics with key stakeholders from SPS
- Manage relationships with program participants, families, and external stakeholders
- Recruit, onboard, train, and manage program volunteers
- Administer day-to-day operations of programs
- Plan and coordinate program activities
- Monitor and follow-up on identified student needs with appropriate support
- Track student data as pertains to program KPIs (key performance indicators)
- Support program growth and development
- Attend promotional/community events as needed (occasional nights and weekends)
- Other program-related duties as assigned



Qualifications and Experience

- Bachelor's Degree or three years of relevant work experience
- Bilingual: English/Spanish, written/oral (*preferred*)
- Experience working with youth in some capacity
- Dynamic personality with an ability and willingness to collaborate with partners
- Passion for supporting disengaged youth and underrepresented populations
- Strong communication and organization skills
- Self-starter, ability to work independently

Other Requirements

- Prolonged periods of sitting at a desk and working on a computer.
- Must have access to a reliable car, valid driver's license, and up-to-date auto insurance.

About SPEF

Founded in 1996, the Stamford Public Education Foundation (SPEF) is a registered 501(c)3 non-profit organization focused on elevating student success by delivering educational programs and solutions that promote equitable access to quality public education in Stamford. Programming includes mentoring, tutoring, book distributions, parent leadership training, Pre-K experiences, and more.

As an organization, SPEF envisions a community in which every student is prepared and inspired to thrive. Further:

- We believe all students have the right to benefit equally from a quality public education.
- We believe SPEF has a responsibility to eliminate barriers that hinder students' success.
- We believe SPEF has strategic relationships and unique insight to support students in their pursuit of happiness.

SPEF is committed to policies and procedures that promote diversity, equity, and inclusion in all facets of its operations.

Benefits: Paid Time Off

SPEF regular employees are paid for 17 holidays. Additionally, employees with less than five years of service are eligible for up to 15 days of vacation and 12 days of personal leave. When considered collectively, that is 44 days of paid time off over the course of a calendar year. At this time, SPEF does not provide health insurance or retirement match benefits.

Equal Opportunity Employer

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.

To Apply

Interested candidates should send a cover letter **and** resume to employment@spefct.org with "Program Coordinator" in the subject line. Applications are also welcome via Indeed at <https://www.indeed.com/cmp/Stamford-Public-Education-Foundation>.