



## PROGRAM COORDINATOR

### REPORTS TO:

Program Director

### ABOUT US:

Little Lights has been serving underserved youth and families in Washington, DC for more than 27 years. Currently, Little Lights provides wholistic programs to three public housing communities: Potomac Gardens, Hopkins, and Benning Terrace. Little Lights' programming includes academic tutoring, one-to-one mentoring, summer programming, college and career support, and spiritual programs for children. Little Lights also provides workforce development programs for teens and adults, family strengthening programs, anti-racism training and 4 units of affordable housing in Ward 8.

### JOB PURPOSE:

Oversees Homework Club, Reading Heroes and Math Heroes, Summer Lights, and Saturday Program (twice a month) and supervises a team of Program Assistants.

### DUTIES AND RESPONSIBILITIES:

1. Oversee all programs (Reading Heroes/Math Heroes/Homework Club) at site for PreK-4 to 12th grade students
2. Supervise a team of Program Assistants
3. Incorporate social emotional learning in all programs
4. Keep records for grant reporting, translate data into usable reports
5. Administer evaluation of academic progress and create progress reports
6. Administer surveys to all stakeholders (students, parents, volunteers) and report on the results
7. Manage volunteers, including weekly communication and task delegation
8. Maintain constant communication with parents in the community
9. Create individual academic lesson plans
10. Support students in their academic advancement and social emotional learning
11. Saturday Program twice a month
12. Other duties as needed or assigned

### PREFERRED QUALIFICATIONS:

1. Flexible and teachable
2. Familiar with Microsoft Office Suite and/or Google Suite.
3. Bachelor's degree is preferred

4. Minimum of 1-3 years experience working with underserved youth and or working with children in an academic setting
5. Caring and patient heart
6. Excellent organizational and administrative skills
7. Excellent communication skills

## **SALARY:**

\$47,000 to \$54,000 commensurate with experience. Salaried position with health benefits, generous paid personal leave and holidays, and other benefits. Contact [admin@litttlelights.org](mailto:admin@litttlelights.org) if you would like additional information.

## **START DATE:**

As soon as possible

## **LOCATION:**

Main office: 760 7th ST, SE, Washington, DC 20003

Program site (Hopkins apartments): 1000 12th Street SE, Washington, DC 20003

## **HOW TO APPLY:**

Please email cover letter and resume to [admin@litttlelights.org](mailto:admin@litttlelights.org). Include "Program Coordinator" in the subject line. No phone calls please.