



## **Program Coordinator**

### **REPORTS TO:**

Program Director

### **ABOUT US:**

Little Lights has been serving underserved youth and families in Washington, DC, for 30 years. Currently, Little Lights provides holistic programs to underserved children, youth, and families in the city. Little Lights' programming includes academic tutoring, one-to-one mentoring, summer programming, college and career support, and spiritual programs for children.

### **JOB PURPOSE:**

Oversees Homework Club, Summer Lights, and Reading/Math Heroes

### **DUTIES AND RESPONSIBILITIES:**

- Oversee all programs at the site for Pre-K to 4th-grade students
- Supervise a team of Program Assistants and volunteers
- Administer surveys to all stakeholders (students, parents, volunteers) and report on the results
- Manage volunteers, including weekly communication and task delegation
- Maintain consistent communication with parents in the community
- Support students in their academic advancement and social-emotional learning
- Saturday Program twice a month
- Other duties as needed or assigned

### **PREFERRED QUALIFICATIONS:**

- Flexible and teachable
- Familiar with Microsoft Office Suite and/or Google Suite
- A bachelor's degree is preferred
- Minimum of 1-3 years of experience working with underserved youth and/or working with children in an academic setting

- Caring and patient heart
- Excellent organizational and administrative skills
- Excellent communication skills
- Comfortable in a faith-based environment

**SALARY:**

\$58,000-\$64,000 commensurate with experience. Salaried position with health benefits, generous paid personal leave and holidays, and other benefits. Contact [admin@littlelights.org](mailto:admin@littlelights.org) if you would like additional information.

**WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:**

Must have the ability to walk up and down stairs.

**LOCATION:**

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

Program site: 760 7th ST., SE Washington, DC 20003

**HOW TO APPLY:**

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