

JOB OPPORTUNITY



Job Title:	Program Coordinator 1-2-1 Tutoring Program
Pay Rate:	\$35,000 to \$37,000 DOE Full-time with full medical benefits
Location:	The Community College Foundation 1901 Royal Oaks Drive Sacramento, CA 95815
Final Filing Date:	Until filled

The Community College Foundation's 1-2-1 Tutoring Services program provides individual in-home tutoring for K-12 students. The Program Coordinator will assist the Deputy Director with a variety of functions and activities that support the goals and objectives of the 1-2-1 Program.

Essential Responsibilities

- Assist with day-to-day coordination of administrative, operational and fiscal processes
- Manage physical and electronic filing system
- Assist in creating uniform program forms and tutorials for staff use
- Initiate initial contact to parents/guardians who have requested tutoring services
- Compile statistical program reports to reflect ongoing status of tutoring services being provided
- Conduct educational assessments on students
- Create and periodically review student learning plans and progress reports
- Conduct interviews and trainings for tutoring staff
- Ensure staff have necessary curriculum materials
- Serve as a back-up tutor if necessary
- Prepare marketing materials for fairs, handbooks for trainings
- Market program to parents and students throughout Northern California
- Participate in school district provider fairs
- Communicative team player with caregivers, tutors, TCCF staff, etc.

Required Qualifications

- BA/BS degree
- Strong computer skills i.e. Word, Excel, Outlook, PowerPoint, and Internet
- Excellent verbal and written communication skills
- Self-motivated with strong ability to work independently
- Ability to demonstrate leadership and team-building with tutoring team
- Ability to prioritize, multi-task, and meet strict deadlines through excellent time management skills
- Ability to work some evenings and weekends
- Adherence to high standards of discretion and confidentiality
- Bilingual in Spanish
- Ability to travel throughout Northern California
- Must have vehicle, valid driver's license with reasonably clean driving record, and proof of insurance
- Must pass TB test as well as Federal background check

Preferred Qualifications

- Experience with education-based program preferred (tutoring program a plus)
- Experience in marketing and promoting
- Experience using or familiarity with databases
- One year experience working with the youth in either teaching, tutoring or mentoring capacity

Please submit resume and cover letter to hr@communitycollege.org , attention Sacramento PC.