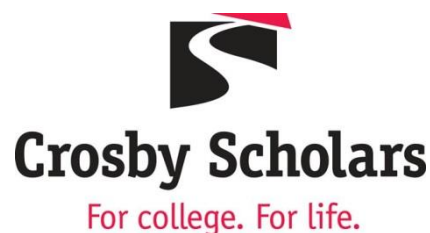


Middle School Program Coordinator



Position Information

Company	Crosby Scholars Community Partnership www.crosbyscholars.org
Working Title	Middle School Program Coordinator
Job Category	Professional
Position Type	Staff
Cycle of Appointment	12 months
Hours Worked Per Week	Full-Time
Work Schedule and Hours	Monday-Friday, some evenings and weekends required
Salary Range	Salary range: commensurate with experience and qualifications.
Job Summary	<p>While managing the Middle School Program to assure the middle school students (grades 6-8) and families are being served with current and accurate knowledge and offered the most personalized services, the main responsibilities include:</p> <ul style="list-style-type: none">• Stay current on best practices and trends in the delivery of services to middle school students and parents• Monitor and track middle school students' program participation and completion• Oversee middle school recruitment efforts yearly• Develop community partnerships to promote the Middle School Program• Develop and implement a parent engagement strategy for middle school parents• Plan and organize all middle school Crosby Scholars events including social and educational programs including in-person and virtual offerings• Prepare program reports, surveys, and evaluations• Collaborate with the Outreach Teams to meet the needs of specific student populations• Collaborate with the Marketing Teams for community service opportunities and recruitment efforts• Work with middle school liaisons to develop school-based recruitment efforts and programming; including regular on-site school visits• Contribute to the College Access Team to build a continuum of services to help prepare middle school students for high school, college, and career• Supervise the Middle School Program Administrative Assistant

<p>Required Qualifications</p>	<p>A four-year degree.</p> <p>Previous middle school counseling or teaching experience.</p> <p>Excellent communication skills.</p> <p>Experience with public speaking in small and large group settings.</p> <p>The ability to work autonomously with limited supervision.</p> <p>Proficient in Microsoft Office Suite and Google Drive.</p> <p>Ability to work as a cooperative team player.</p>
<p>Preferred Qualifications</p>	<p>Experience in supervising staff.</p> <p>Experience with virtual presentation platforms</p> <p>Proven experience working with diverse middle school student populations.</p> <p>Detail oriented with strong time management skills.</p>
<p>Desired Knowledge, Skills and Abilities</p>	<p>Ability to establish and maintain effective working relationship with others.</p> <p>Ability to respond quickly and effectively to uncertainty and constant changes.</p> <p>Ability to work in a fast-paced environment.</p> <p>Ability to consistently be at work and on time, respond to management direction and seeks feedback and coaching for continuous improvement.</p> <p>Ability to embrace and promote a diverse environment.</p> <p>Ability to balance multiple priorities and tasks simultaneously.</p>
<p>Working Conditions</p>	<p>Following the employee 90-day onboarding, the employee will have the opportunity for a hybrid remote and in office setting. Some work will be performed at schools, and special events. Must be able to do light lifting and have a valid NC driver's license with reliable transportation. A pre-employment background check and drug screening will be required.</p>

To apply, e-mail a resume' or CV to Megan Tang, Associate Director of College Access, Crosby Scholars Program at mtang@crosbyscholars.org. The review of applications will begin immediately and will continue until the position is filled.