



## Employment Opportunity

### HEALTHY CITIES TUTORING

#### PROGRAM COORDINATOR – Part-time (20-30 hours/week) options

##### About the Position

Healthy Cities Tutoring is seeking a qualified applicant to serve as a Program Coordinator. The Program Coordinator reports to the Program Manager and will be responsible for coordination of the tutoring program located at schools in San Carlos and Redwood City. This position also assists in community outreach, tutor recruitment, training, program communications, fundraising, and general administration duties as an integral member of the Healthy Cities Tutoring staff.

20-30 hours per week depending on workload. Must be able to work varied hours during the school year and be able to travel between school sites. Currently we are working from home (WFH) and expect a gradual return to the office in San Carlos for the 2021-22 school year.

##### About Healthy Cities Tutoring

For the past 24 years, Healthy Cities Tutoring has provided students one-on-one tutoring and mentoring with the help of dedicated community volunteers. We are currently providing online tutoring for over 350 students at 13 public schools located in San Carlos and Redwood City. Pre-COVID HCT tutors supported 500 students on school campuses.

##### Essential Duties:

- Recruit, match, and schedule volunteer tutors. Represent Healthy Cities Tutoring and speak about the program's mission at community and school-related events throughout the year (i.e. Farmers Market booth, Service Clubs, Church meetings, Teacher/staff meetings, PTA meetings, businesses, etc.)
- Build and maintain positive working relationships and communication with teachers, administrators, parents, and volunteers at assigned school sites.
- Coordinate the matching of tutors with students, considering student needs, tutor preferences, teacher requests, and teacher, tutor and student/family schedules.
- Lead and work closely with Volunteer Site Coordinators at assigned schools to match tutors with students.
- Prepare, maintain, and distribute spreadsheets, information, and files as appropriate for each assigned school to assure all data is current and well organized.
- Assist with annual fundraising events, appeals, and grants as needed.
- Help staff with articles for monthly and quarterly newsletters, Annual Report, and Social Media postings to tutors and donors.
- Stay apprised of program highlights, relevant news, and community events and share them in the appropriate forum(s).

## Qualifications

- Bachelor's degree preferred; or an equivalent combination of education and experience in related field.
- Bilingual – English/Spanish fluency a plus.
- Demonstrated ability to communicate clearly with parents and staff in our program.
- Ability to work with a diverse clientele in an empathetic, non-judgmental manner.
- Ability to problem solve, integrate feedback, and utilize supervision.
- Excellent interpersonal skills and ability to function as part of a team and work in collaboration with colleagues, volunteers, and outside agencies.
- Proficiency in Microsoft Word, Excel, Google Suite, and online meeting tools such as Zoom, and Google Meets is required.
- Capacity to learn new software quickly is essential.
- Background check, including fingerprinting clearance from the Department of Justice required.
- Experience in education, human services sector, and volunteer coordination a plus.
- Previous tutoring experience a plus, but not required.

In addition, candidate will need to:

- Work occasional nights and weekends as needed to support organization and community events.
- Provide own car, insurance, and valid driver's license or other means to travel throughout the San Carlos and Redwood City area.
- Have full range of motion and be able to lift 20 lbs. when setting up our outreach booth (table, canopy, chairs, materials, etc.) at events.

**Deadline for applications:** Accepting resumes now and until position is filled.

## Compensation:

- Range \$23 -\$28 per hour based on experience.
- Paid sick leave and flexible scheduling.
- Limited work schedule during school vacation and summer months.

**Confidential Application Process:** Email your cover letter summarizing your interest and experience along with current resume to: Karen Molinari, Executive Director, at [karen@healthycitiestutoring.org](mailto:karen@healthycitiestutoring.org) with "HCT Program Coordinator Search" in the subject line. Please visit [www.healthycitiestutoring.org](http://www.healthycitiestutoring.org) for more information.

HCT is an Equal Opportunity employer. Applicants are considered without regard to race, color, religion, creed, national origin, age, sex, gender, marital status, sexual orientation, identity, genetic information, veteran status, citizenship, or any other factors prohibited by local, state, or federal law.