



## Employment Opportunity

**Organization:** HEALTHY CITIES TUTORING

**Position:** BILINGUAL PROGRAM COORDINATOR (Part-time to Full-time)

### About the Position

Healthy Cities Tutoring is looking for a community-minded applicant wanting to make a difference to serve as a Bilingual Spanish-speaking Program Coordinator. The Program Coordinator reports to the Program Manager and coordinates our tutoring program, primarily at schools located in Redwood City and with our Spanish-speaking parent clientele. This position also assists with community outreach, tutor recruitment, training, program communications, fundraising, and general administration duties as an integral member of the Healthy Cities Tutoring staff.

This is a part-time position with a flexible 20-30 hours per week depending on workload, for 44 weeks a year following a standard academic calendar and school vacations. Must be able to work varied hours during the school year and travel between school sites for meetings and tutor/student introductions.

### About Healthy Cities Tutoring

Healthy Cities Tutoring believes that, with support, every student can succeed. With the help of dedicated community volunteers, Healthy Cities Tutoring provides one-on-one tutoring and mentoring to students who find school challenging. HCT tutors support over 500 students at 14 public schools in San Carlos and Redwood City, California.

### Values

- Be a positive, professional representation of HCT within our community.
- Share our mission of helping students succeed.
- Efficiently conduct HCT operations to maximize non-profit resources.

### Essential Duties:

- Recruit, match, guide, and support volunteer tutors with K-8th grade students.
- Coordinate the match of tutors and 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.
- Build and maintain positive working relationships and communication with teachers, administrators, parents, volunteer site coordinators, and tutors at assigned school sites.
- Represent Healthy Cities Tutoring and speak about the program's mission at community and school-related events throughout the year (i.e., PTA meetings, Farmers Market booth, Service Clubs, Church meetings, etc.)
- Maintain spreadsheets, information, and files as appropriate for each assigned school to ensure all data is current, well organized, and accessible.
- Assist with annual fundraising events, donor appeals, and grants as needed.
- Help staff with articles for newsletters, Annual Report, and Social Media postings.

## Qualifications

- **Bilingual – English/Spanish fluency required.**
- Proficiency in Google Suite (Docs, Sheets, Slides, etc.) required.
- 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, able to function as part of a collaborative team with colleagues, volunteers, and outside partners and organizations.
- Background check, including fingerprint clearance from the Department of Justice required.
- Bachelor's degree preferred; or equivalent combination of education and experience in a related field.
- Experience in education, the human services sector, and volunteer coordination is a plus.
- Previous tutoring experience is a plus but not required.

In addition, the candidate will need to:

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

Note: If you do not have the exact experience or skills but think you would be a great fit, please apply for the role. We are looking for more than what a resume can show.

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

### Compensation:

- Range \$24 -\$28 per hour based on experience
- Paid sick leave and flexible scheduling
- Limited work schedule during the summer months (negotiable)

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

HCT is committed to creating a diverse, respectful and collaborative work environment and 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.