

PROGRAM COORDINATOR JOB DESCRIPTION

Summary

The full-time Program Coordinator role is a key member of the Comp-U-Dopt team, and reports to the Program Manager | Chicago & Northern Illinois. The primary responsibilities of this role include assisting in the management of programs, program registration management, technology education curriculum delivery to students, along with overall departmental support where needed. This is an ideal position for someone interested in exploring a career in nonprofit work providing opportunity to develop skills in program logistics, implementation, operations, and student delivery.

Essential Functions:

- Create and manage program registration forms for service areas.
- Responsible for ordering and maintaining inventory of supplies for all education programs.
- In coordination with the Program Manager, train Learn2Earn, STEAM Team, and Early Adopters programs.
- Actively engages with students to ensure their learning and knowledge retention.
- Facilitates a strong classroom culture through authentic relationships with students and consistent behavior management.
- Provides feedback and suggestions on curriculum and program revision.
- Collects classroom information including attendance as well as metric and measurement reports to ensure the continuous improvement and quality of the program.
- Maintains safe and healthy training environment by following organization standards and legal regulations.
- Maintains quality service by establishing and enforcing organization standards.
- Other duties as assigned.

Experience and Competencies:

- Bachelor's degree highly preferred.
- High school diploma or General Education Degree (GED) required.
- At least 21 years of age.
- Curious, able to problem-solve, work collaboratively on joint projects, and individually as needed.
- Self-motivated, able to work independently with a sense of urgency.
- Strong organizational skills, with strong ability to set priorities and manage multiple detail-oriented tasks.
- Passion for issues of educational equity for students from underserved communities.
- Interest in STEAM fields, particularly technology.
- Articulate in Microsoft Office Suite, and ability to quickly learn additional interface programs such as Airtable, Google, and Adobe Suite.
- Two years of professional experience, with a focus on teaching or lesson planning preferred.

Comp-U-Dopt provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, Comp-U-Dopt complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. This full-time position is eligible to participate in Comp-U-Dopt benefits program(s). This position is subject to successfully passing a background check and requires 2 references.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

To apply: Send cover letter, resume and two references to Kati Hupp at kati.hupp@compudopt.org.