

Program Coordinator, Spark Middle Grades Initiative

For 40 years, the Philadelphia Education Fund (PEF) has been opening pathways to college and career success for Philadelphia students. Through our College Access Program, Philadelphia Scholars Scholarship Program, Philadelphia Postsecondary Success Program, and the McKinney Center for STEM Education, we provide college advising and college/career exposure for students in low graduation-rate, public high schools, financial support and persistence programming for first-generation college students, professional development for 1,200 teachers annually, and consulting to schools.

The Philadelphia Education Fund seeks a Program Coordinator to recruit, train, support and develop a community of volunteers for our newest program, Spark Philadelphia. This is a grant funded position with a guaranteed contract for one year with renewal subject to future funding. Spark envisions a future where all young people are inspired to explore who they can become and are supported on that journey. In pursuit of that vision, Spark provides structured skill-building curriculum and real-world career exposure, so students can begin to understand, experience, and pursue what is possible for their unique future. Spark provides this impactful programming to students who may not already have access to those opportunities by partnering with under resourced schools.

Spark provides opportunities for youth to learn social/emotional skills that will help them navigate high school and beyond. We provide opportunities for 7th and 8th graders to explore a variety of career paths. We connect the targeted youth with volunteers, communities, and companies, some of which are not part of their daily experience. We provide volunteers with an opportunity to build understanding and connections within their communities. We provide our workplace partners with volunteer opportunities to build teamwork within the company and career satisfaction.

Spark has a unique approach to fostering student development through engaging middle school students at a pivotal time of growth and transition. This program model was designed based on research showing the importance of social and emotional skills, the value of mentorship, and the supports students need navigating critical academic transitions. Our objective is to build students' individual skills and social capital through a hands-on career project in the context of a positive relationship. Through career exploration workshops, workplace-based mentorship, and high school transition resources, students develop skills and build relationships to help them succeed.

Reporting directly to the Senior Program Manager (SPM), the Program Coordinator will implement Spark's middle grades programming for their assigned partner schools. Coordinators should expect to spend at least 80% of their time directly on-site at their respective partner schools. As a Program Coordinator, you will be critical to Spark's success as you are the face of Spark within schools and the primary relationship manager for our students and their families. This is an entry level position.

CORE RESPONSIBILITIES

Program Implementation (50%)

Lead Student Recruitment, Enrollment, and Retention

- Serve as the primary Spark staff contact for all students, and effectively work alongside the Spark Teacher Liaison (assigned per school) and school administration as needed
- Manage relationships with three different schools and effectively communicate with school staff to set up days for student recruitment
- Lead recruitment workshops on school sites in order to hand out applications to 7th and 8th grade students
- Responsible for collecting and inputting pre and post survey student data

Student Programming in School & Field Trips

- Develop a strong rapport with Spark students (30-60 students total) at your three assigned schools, and communicate with families as needed
- Lead the delivery of the Spark curriculum and workshops to 7th and 8th graders for them to grow in social-emotional learning areas, and gain college and career exposure
- Coordinate student field trips to local companies and local higher education institutions, and incorporate corporate volunteers on field trips
- Must be able to effectively communicate with school administration, and process field trip documentation through the School District of Philadelphia
- Facilitate 8th grade High School Pathways sessions for Spark students in the Fall, and facilitate resume sessions as needed

Build Spark Culture Within Schools

- Support Spark's position as a cornerstone partner in each of our schools by building relationships with students, families, and staff; providing support for school's goals through Spark programming virtual and in person
- Identify and use school's methods of communication and systems to effectively communicate Spark updates and resources with students, family, and staff
- Attend applicable non-Spark events (Report Card Pickup, conferences, field trips, showcases, etc.) at each of your partner schools to build relationships with families, and encourage recruitment

Program Logistics (30%)

Lead Student Transportation

- Serve as primary Spark staff chaperone on trips to and from the school to corporate partners with your cohort; expect to travel 3-4 days a week during Spark Labs
- Schedule buses for field trips for students, gain district approval, and collect field trips slips

Support Programmatic Events

- Coordinate with our corporate partners in order to have corporate volunteers engage our students during field trips
- Run Spark workshops on field trip site after tours, and scheduled activities

Family Communication (10%)

- Communicate with student families for weekly program and field trip reminders and updates via phone, email, etc.
- Communicate and coordinate with families on an ongoing basis to address any student concerns, such as attendance, participation, or behavior

Data Collection & Entry (10%)

- Administer, collect, and enter informal and formal student surveys and evaluations
- Maintain accurate records for students (attendance, consent forms, etc.) and maintain all database input needs

QUALIFICATIONS

- Bachelor's degree or equivalent experience; Expected and recent college or university graduates are welcome to apply
- Experience and passion for providing direct service or volunteering with youth, preferably middle school students
- Ability to build and leverage relationships across multiple stakeholders such as school partners, families, and students
- Ability to plan and execute initiatives to meet agreed upon goals and targets
- Demonstrated ability to effectively manage student and classroom behavior
- Comfortable travelling via public transportation to school and corporate sites or reliable access to a vehicle and ability to drive to and remain on-site
- Proficiency with Microsoft Office, Suite, familiarity with Salesforce and email or phone communications
- Must reside in the region they are applying, or be willing to relocate; PEF cannot provide moving assistance
- Legally eligible to work in the United States; no sponsorship provided

In addition, to be successful as a member of the Spark team in this role, you will:

- Have a proactive personality; eager to partner with our communities
- Be comfortable giving and receiving honest, constructive feedback, team-centered and collaborative
- Possess high-level strategic thinking skills and flexibility while working with youth

Hiring Range: \$50,000 – 60,000 per year

This is an entry level grant funded position guaranteed for one year with renewal subject to future funding.

The position is hybrid with two days in the Philadelphia Education Fund's offices.

The hiring range for this role accounts for the many factors that are considered in making compensation decisions including but not limited to skill sets; experience and training; licensure and certifications; and other business and organizational needs.

To apply please send your resume and cover letter to applications@philaedfund.org. Please note in the subject line "Program Coordinator, SPARK".