



## **Job description**

### **General Description**

The Program Coordinator position is a full-time position responsible for the planning and implementation of various youth activities at PAL, including ongoing, seasonal, and annual educational, recreational and cultural programs and events. The Program Coordinator supports the successful delivery of programs across PAL centers and works closely with PAL Center Directors and center-based support staff. This position reports to the Director of Programming.

### **SPECIFIC JOB ACCOUNTABILITIES**

Organize and implement PAL's annual city-wide education events as assigned (PAL Day at City Hall, Reading Program, Night of the Arts, College and Career Fair, Career Panel); work with PAL's Director of Programs and the PAL Board Education Committee to deliver successful programming.

- Support the processes of recruiting, certifying and training program volunteers and part-time support staff members in PAL centers; support the delivery of volunteer and support staff-focused events.
- Coordinate the "Homework Club" after-school academic support program; support the recruitment and training of program support staff, maintain regular communication and support the successful delivery of program activities;
- Lead the development of organization-wide program design and curriculum for "Boys to Men" boys' mentoring program and 'Positive Images' girls' mentoring program;
- Support the delivery of city-wide and site-specific sports-based youth development (SBYD) programming.
- Assist with monitoring and evaluation of efficiency and effectiveness of PAL's programs, activities and general services; support data collection processes.
- Support Development and Program Departments' various projects, programs, and needs as requested; participate in PAL fundraising activities including special events, ceremonies, and board-related duties; collaborate with the Communications Department to update social media accounts and contribute to efforts to showcase related programs and events for PAL publications; perform related duties and responsibilities as required.

### **QUALIFICATIONS**

- Bachelor's degree
- 2-plus years of professional experience with out-of-school time or youth development organization(s)

- *Personal Attributes:* Must have excellent communication, listening, interpersonal and organizational skills; be highly organized, and demonstrate the ability to work effectively within a team and diverse populations. Must also be flexible, enthusiastic and passionate about youth development; and be proficient in Microsoft Office software packages; and possess a valid driver's license.
- Successful completion of a criminal background check

Benefits:

- Dental Insurance
- Health Insurance
- Paid time off
- Vision insurance

Compensation:

- \$40,000 - \$45,000

Schedule:

- Monday to Friday

Ability to commute/relocate:

- Philadelphia, PA 19134: Reliably commute or plan to relocate before starting work (Required)

License/Certification:

- Driver's License (Required)

Work Location: On-Site

PAL is an Equal Opportunity employer and does not permit discrimination based on race, color, religion, national origin, sex, age, disability, sexual orientation, gender identity, veteran, marital, or any other status protected by law. PAL is proud to be an affirmative action and equal opportunity employer and encourages applications from members of under-represented and disadvantaged communities and groups.

- PAL offers a competitive salary and outstanding benefit package including health/dental/vision, 403(b) retirement plans, and PTO/vacation.
- **To apply**, please e-mail your resume, cover letter (required) and the names of three references (references will not be contacted without your permission) to **jobs@PhillyPAL.org**.