ACES Full-Time Program Coordinator

Job Description

Job Title: ACES Program Coordinator
Status: Full-Time Exempt (40+hrs/week), Annual Salary + Benefits
Contact: Jeff Longenecker, ACES Program Manager – jeffl@ACES4Kids.org

ACES is a 19-years-strong after-school tutor/mentor program that helps urban fourth- through eighth-graders in Minneapolis Public Schools and St. Paul Public Schools overcome the academic achievement and opportunity gaps. Students who consistently attend ACES show academic growth, improved behavior and school attendance, and increased community identity.

About the Position
The ACES Program Coordinator is a management position that reports to the ACES Program Manager and is responsible for building and sustaining positive relationships with school-site, district, and community stakeholders, as well as for coaching ACES direct service personnel to ensure Best Practices are met. Reliable transportation, ability to pass a background check, willingness to work evenings and weekend as needed, Bachelor’s degree, and an enthusiastic can-do attitude are required.

Program Coordinator Responsibilities

Building & Sustaining Positive Professional Relationships
- Strengthen partnerships through consistent positive communication.
- Identify key school-site staff and work with them to ensure their goals and ACES are met.
- Initiate, enhance, and sustain relevant community organization partner relationships.

Planning
- Work with the ACES Volunteer Coordinator each semester to determine volunteer quantity and placement goals.
- Review curriculum with ACES staff input and develop new and engaging curriculum as necessary.

Staff Recruitment and Organizational Support
- Develop recruitment plan for ACES staff.
- Interview, hire, and coordinate placement of ACES staff to ensure staffing goals are met.
- Present ACES Best Practices for instruction to ACES direct service personnel to ensure high quality programming.
- Conduct in-class observations of staff instruction, provide feedback, and strengthen skills with individual attention.
- Empower ACES staff to recruit up to 50 percent of direct service volunteers each semester.
- Co-facilitate and support training of all volunteers.
- Engage direct service staff to ensure that all trainings focus on ACES Best Practices.

Evaluation and Volunteer Activities
- Work with Program Manager to collect and report evaluation data on programming as needed.
- Work with Volunteer Coordinator to create one-page volunteer report annually or as needed.

Desired Qualifications and Experience
- Experience in a personnel and/or organizational management role.
- Demonstrated leadership experience and skills.
- Passion for working with urban youth and/or diverse groups.
- Ability to build and sustain positive relationships and work with staff, volunteers, and community members.
- Previous experience in a nonprofit organization(s).

Communication
- Strong interpersonal and communication skills.
- Willingness to give presentations to large groups.

Professionalism & Commitment to Service
- Mature, flexible, dependable, friendly, and exercise good judgment.
- Ability to work well independently and on a team.
- Desire and willingness to passionately share ACES’ mission with the community and participate in fundraising.

Positive and Desired Differentiators
- Tech lover, licensed or former teacher, curriculum guru, Spanish/Hmong speaker, budget management experience, nonprofit development, program evaluation, and/or statistical analysis or database abilities.

ACES welcomes individuals who appreciate and add to our diverse community.

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