POSITION: Program Coordinator  
TYPE: Contract (1099), 15 hours/week

Organizational Overview:
Enduring STEM achievement, access, and literacy gaps disproportionately limit low income, under-resourced, and minority student opportunities. STEM professionals, when thoroughly prepared, are uniquely positioned to meaningfully utilize their talent and real-world expertise as EnCorps STEM Teachers to deliver an authentic, rigorous, and relevant STEM education to the students who need it most. EnCorps empowers STEM professionals to transform public education by teaching in high needs schools.

Position Summary:
The Program Coordinator is a part-time contractor position (up to 15 hours/week). Program Coordinators will work alongside and report to EnCorps regional Program Directors. Program Coordinators will carry a caseload of up to 12 EnCorps Fellows, all of whom live geographically close to them, and will serve as these Fellows’ primary point of contact as they move through the pre-credential and volunteer phase of the EnCorps Fellowship. Program Coordinators will be responsible for managing their Fellows’ volunteer experience onsite at a partner school, as well as providing advising, coaching, and mentoring to Fellows as they pursue admittance to a teaching credential program.

Program coordinators will be supported by regional Directors at every step, who will be in frequent contact. Program Coordinators will benefit from having tools and protocols developed in-house at their disposal that shape and guide all aspects of a Fellow’s experience, and will have the opportunity to provide feedback in order to improve these tools and protocols.

Specific responsibilities will include:
- Hold an initial 60-90 minute structured Welcome Call with each Fellow as they enter the program
- Schedule and run one 30-45 minute structured Site Orientation for each Fellow who is volunteering at an EnCorps partner school with their Host Teacher at the start of the school semester
- Conduct at least two site visits in order to observe and provide feedback to each Fellow during the course of their volunteer engagement
- Be in regular touch with each Fellow to be sure they are well-resourced, that their questions are answered, and that their experience in education is positive
- Monitor, respond to, and assess Fellows’ work in our web-based Professional Development platform (Google Classroom) within one week of Fellows’ submission
- Maintain relationships with Fellows’ host teachers at their volunteer site
- Provide guidance and advice to Fellows with regard to pursuing a teaching credential; facilitate introductions to credential program partners as appropriate
- Participate in regularly scheduled virtual staff meetings with other Program Coordinators and Regional Director(s)
- Track and record Fellows’ progress using EnCorps’ data collection and reporting systems
- Support Regional Directors at in person Professional Development events (3 per year)
- Serve as an advocate and ambassador for EnCorps

Benefits of Working with EnCorps:
- Be a part of a hard-working and entrepreneurial culture with enthusiastic, fun and passionate people.
- Work remotely, create your own flexible schedule
- Contribute meaningfully to a growing organization
- Above all else, assist and support STEM industry professionals as they explore and make a career change into teaching!

Qualifications:
We are seeking candidates who believe deeply in our organization’s mission, who thrive in an entrepreneurial and dynamic environment, and who have a record of successfully coaching teachers, interns, or student teachers. Note that middle or high school teaching experience is necessary for this role, and experience as an instructional coach, school administrator, field supervisor, or teacher leader is preferred. Like all good classroom teachers, successful candidates will also demonstrate:

- Knowledge of the local education community
- Excellent communication and writing skills
- Impeccable organization and attention to detail
- Outstanding interpersonal, relationship building, and teamwork skills
- Ability to learn quickly, work in a fast-paced environment, and multi-task effectively
- Ability consistently display a high level of professionalism in all interactions
- Ability to work autonomously once trained
- Willingness to engage in some regional travel (to visit Fellows at their school sites)

Because EnCorps does not have a physical office, Program Coordinators will need to be comfortable working remotely, which includes facility with communication technology, Google Suite (Gmail, Google Calendar, Google Docs, Google Drive, Google Meet), and a strong working knowledge of the Microsoft Office suite.

**To Apply:**
Please submit a resume and thoughtful cover letter, outlining how your skills and experience meet the qualifications of the position and stating how you heard about this opportunity at hr@encorpsteachers.org. Please include “Program Coordinator” in the subject heading, as well as the region in which you live (Bay Area, Sacramento, Los Angeles, Riverside) and your name.

We review applications on a rolling basis – so it is to your advantage to apply as soon as possible. We will not consider applications without a cover letter tailored to this position, which can be addressed to the Human Resources.

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*EnCorps is an equal opportunity employer and does not make hiring decisions on the basis of race, gender, sexual orientation, age, disability, religion, or any other factor irrelevant to doing fantastic work.*