



JOB POSTING

Title: Educational Programs Coordinator

Job Classification: Full-Time

Reports to: Director of Educational Programs

Closing Date: Open until filled.

Location: Louisville, KY

Job Description Summary:

Job responsibilities include the coordination of Lincoln Foundation year-round educational programs. He/she helps facilitate the day-to-day administrative activities of the educational programs and reports directly to the Director of Educational Programs. The driver/owner for grades 11-12. Support the Director of Educational Programs and the Senior Educational Programs Coordinator in the coordination, administration, and implementation of WYSP activities, objectives, and policies.

KEY ACCOUNTABILITIES

Whitney M. YOUNG Scholars Program® (WYSP)

Educational Clinics (ECs)

Tasks may include but are not limited to:

- Collaborates with the Director of Educational Programs and Senior Educational Programs Coordinator and coordinates the agenda or curriculum outline and assists with implementation for the year with EC teachers for designated grades/phases. The agenda/curriculum outline is to be completed prior to the first EC each program year.
- Coordinates the implementation, planning, preparation and distribution of lesson plans, materials, and supplies, including logistics for Educational Clinics, 11-12th grades.
- Responsible for preparation of teacher communication (i.e., Teacher Notes) for all ECs
- Facilitates process of acquiring Scholar data including pre/posttests, surveys, grades, attendance, behavior, and demographics. Data integrity and maximizing the number of pre/posttests and surveys is of the utmost priority.

Educational Programs Facilitation

- Support educational programs annual independent evaluations by ensuring that all required data inputs are provided to the Data & Information Specialist by the first business day following each educational program.

- Specific evaluation data inputs include student/parent attendance sign-in sheets, pre/post-tests, surveys, student applications and record action forms.
- Communication responsibility to include electronic, written, text message, and 11-12th grade Scholars, and parents/guardians according to the internal/external communication guidelines.

Parental Institutes

- Conducts a Parental Institute site walk-through to verify logistical materials are available and technology is operational. Facilitates campus security, maintenance, and help desk teams to troubleshoot any issues that arise.
- Collaborates with the Senior Educational Programs Coordinator to assess and facilitate Parental Institute presenter(s) technology requirements (sets up, operates, and shuts down audio/video equipment).
- Coordinates the preparation, distribution, and collection of materials and supplies for Parental Institute.

WYSP Summer Programs

- Collaborates with the Director of Educational Programs and Senior Educational Programs Coordinator to implement all summer programs.
- Supports Director of Educational Programs and educational programs partners in planning curriculum and program activities.
- Schedules teacher orientation and planning for the purpose of discussing curriculum, expectations, and guidelines.

Customer Service

- Responsible for being the Lincoln Foundation educational programs face/voice relative to 11-12th grade Scholars, parents/guardians, community engagement partners, and volunteers.
- Model best known customer service practices with our most important asset, all Whitney M. YOUNG Scholars, students, and parent/guardians.
- Specific priority is to always be given to the Lincoln Foundation's most significant customer, students and/or parents/guardians.

Qualifications

- Bachelor's Degree required.
- Relevant work experience.
- Demonstrate excellent knowledge of Adobe Acrobat and Microsoft Office Suite (Excel, Word, Outlook, PowerPoint, and Publisher).
- Produce effective reports and graphics using various formats and visual representations.
- Provide on-site support and assistance at Saturday Educational Clinics and Parental Institutes.



TO APPLY: Please send resumes to: careers@lincolnfdn.org

For information on Lincoln Foundation & its Educational Programs, visit our website at [Lincoln Foundation – Overcome adversity through education \(lincolnfdn.org\)](http://LincolnFoundation-Overcomeadversitythrougheducation.lincolnfdn.org)

Commitment to Diversity and Inclusivity: Lincoln Foundation is committed to building a diverse organization and a climate of inclusivity. We strongly encourage applications from candidates who can demonstrate that they can contribute to this goal.

Equal Opportunity Employer: We are an equal opportunity employer and value diversity at our company. We do not discriminate on the basis of race, religion, color, national origin, sex, gender, gender expression, sexual orientation, age, marital status, veteran status, or disability status.