



Program Coordinator
20 hours/week Pay: \$25 an hour

Lake Erie Ink: a writing space for youth provides creative expression opportunities and academic support to youth in the Greater Cleveland community.

Lake Erie Ink's Program Coordinator will manage LEI's out of school time programming with direction and oversight from our Program Director. The Program Coordinator will work to ensure that our out of school time programs are meeting program deliverables and addressing the needs of the youth, families and community organizations we serve. These programs include after school creative expression programs, evening teen programs, monthly weekend programs and summer camp programs.

The successful candidate for this position should be able to support youth and staff, work well with community partners and help develop, implement and supervise creative curriculum for school age youth.

Summary:

- This is a grant funded position of 20 hours a week
- Some evening and weekend hours required
- Works closely with and reports to the Director of Programs
- Pay: \$25/hour. 5 days of paid vacation and some paid holidays

Duties include:

- Working with Program Director to ensure the success of LEI out of school time programs
- Ensuring that LEI teachers have resources and support to run their programs effectively
- Promoting LEI programs to youth through schools and other youth serving organizations
- Communicating with participants' parents/guardians and site coordinators
- Collecting and input of participant and evaluation data
- Assist with the planning and implementation of monthly and summer programming
- Responsible for quarterly publication of student work

Preferred Qualifications:

- At least two years' experience working with youth in an educational or social service setting.
- Familiar with Cleveland and first ring suburbs communities
- Experience working with students from a diverse range of communities, backgrounds and abilities
- Experience working in programs designed to support the social emotional development of youth
- At least one year's experience in a leadership role/managing others.
- Skilled in verbal and written communication.
- Self-motivated and able to work collaboratively with others.
- Ability and willingness to adapt to a variety of duties and priorities.
- Interest in and commitment to creating safe and equitable spaces for youth to express themselves

Lake Erie Ink is an equal opportunity employer and values diversity and inclusion. Qualified candidates will receive consideration for employment without regard to race, color, religion, national origin, age, sex, sexual orientation or preference, gender identity, disability status, veteran status, marital status, height, weight or any other characteristic protected by law.

Interested applicants should submit a resume and cover letter to Executive Director, Amy Rosenbluth:
arosenbluth@lakeerieink.org

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