**TITLE**: Programs Coordinator

**REPORTS TO**: Vice Principal / Director of Student Affairs

**JOB FUNCTION**: The Programs Coordinator will collaborate with the dean of culture, school social worker, SEL coordinator, and student success advisors as a member of the Student Affairs Team. They organize and oversee all school-wide events, student programs, extracurricular activities, and committees at Urban Academy. This role ensures that all programs and initiatives align with the school’s mission and provide meaningful enrichment opportunities for students.

In addition to planning and executing school events, student clubs, and field trips, the Programs Coordinator will lead and oversee school committees, ensuring they run efficiently and contribute to a positive school culture and community engagement. The Coordinator will also establish and maintain community partnerships, manage the Room Parent Program, and support parent involvement initiatives.

Through careful planning and execution, the Programs Coordinator will create a vibrant and engaging school experience that fosters student leadership, parent engagement, and school-wide collaboration.

#### DUTIES and RESPONSIBILITIES

##### Program Coordination & Management:

* Oversee and coordinate all school programs and extracurricular activities, including but not limited to:
	+ Morning Program
	+ Chess Club
	+ Student Government
	+ Bus Captain Program
	+ Dancing and Drumming Program
	+ Other student-led and enrichment activities
* Recruit and train staff, volunteers, and partners to lead and support programs.
* Track committee progress, facilitate meetings, and ensure follow-through on initiatives.
* Develop systems to ensure smooth scheduling, staffing, and supervision for all programs.
* Manage event logistics such as venue setup, scheduling, communications, and budgeting.
* Lead and oversee school committees, ensuring they are productive and aligned with school goals.
* Plan and execute school-wide events, including morning assemblies, daytime activities, after-school events, and celebrations.
* Work with students and teachers to expand opportunities for student engagement based on student interests and needs.
* Organize family engagement events, student showcases, and cultural programs to strengthen school-community ties.
* Provide guidance and structure for committees related to student activities, staff initiatives, and parent involvement.

##### Field Trip Coordination:

* Develop and maintain a field trip calendar to ensure meaningful off-campus learning experiences.
* Oversee all field trip logistics, including transportation, permission slips, safety planning, and communication with staff and families.

##### Community Partnerships & Engagement:

* Seek funding, sponsorships, and in-kind donations to support school programs.
* Work closely with the administration and room parents to strengthen school-community connections.
* Establish and maintain partnerships with local organizations, businesses, and cultural institutions to enhance student experiences.

##### Room Parent Program Management:

* Recruit, train, and oversee Room Parents to support classroom activities, communication, and school-wide initiatives.
* Serve as the liaison between teachers, parents, and administration to coordinate parent involvement efforts.

**KNOWLEDGE, SKILLS and ABILITIES**

* Excellent communication and leadership skills.
* Strong organizational and project management skills.
* Ability to manage multiple programs and events simultaneously.
* Ability to build relationships with students, families, staff, and community partners.
* Will involve on-campus and off-campus coordination for field trips and partnerships.
* May require some evening and weekend hours for events and after-school programs.
* Knowledge of best practices for student enrichment, leadership programs, and family engagement.
* Active role requiring flexibility, event management, and interaction with students, staff, and families.

**EDUCATION and EXPERIENCE**
The Programs Coordinator should possess at least a Bachelor’s degree in Education, Event Planning, Community Engagement, a related field, or an acceptable combination of experience. Experience in event coordination, student programming, or extracurricular activities management in a school setting is ideal.

**URBAN ACADEMY STATEMENT**

Urban Academy will be a model for Urban education, and the strategic combination of academic excellence, cultural relevance, and broad educational access.

**SALARY**

Salary starts at $45,000 annually and varies based on experience.