



JOB POSTING

Title: Educational Programs Coordinator- Upper School

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. They help facilitate the day-to-day administrative activities of the educational programs and report directly to the Director of Educational Programs. The driver/owner for Upper School, grades 10-12. Support the Director of Educational Programs in the coordination, administration, and implementation of Whitney M. Young Scholars Program activities, objectives, and policies.

KEY ACCOUNTABILITIES

Whitney M. Young Scholars Program (WYSP)

Educational Clinics (ECs)

- Collaborate with the Director of Educational Programs and Educational Programs staff to monitor and supervise scholars who participate in Lincoln Foundation Educational Clinics and any other event that represents the Whitney M. Young Scholars Program. Coordinates content and curriculum outline and assists with the implementation of the materials 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.
- Coordinate the implementation, planning, preparation, and distribution of lesson plans, materials, and supplies, including logistics for Educational Clinics and Demonstrations of Learning for upper school, including the Speech Contest.
- Responsible for Upper School content for the teacher communication (i.e., Teacher Notes) for all ECs
- Facilitate the 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 are of the utmost priority.
- Monitor GPAs and create improvement plans, as necessary.

Educational Programs Facilitation

- Support the 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.

- Share FAFSA, scholarship, and grant application processes with scholars and parents/guardians.
- Collect and share specific program data with the Data Specialist and Director of Educational Programs, including student/parent attendance sign-in sheets, pre/post-tests, surveys, student applications, grades, report cards, assignments, and record action forms.
- Assist with the teacher retreat, teacher orientation and planning for the purpose of discussion, design, and development of curriculum, lesson plans, expectations, and guidelines.
- Communication responsibility to include electronic, written, and text messaging to assigned scholars and parents/guardians according to the internal/external communication guidelines.
- Gather and retain scholarship and grant information and resources to be shared with scholars and parents/ guardians.

Parental Institutes

- Collaborate with the director to conduct Parental Institute site walk-throughs to verify that logistical materials are available, and technology is operational. Utilize campus security, maintenance, and help desk teams to troubleshoot any issues that arise.
- Collaborate with the director as needed to assess and facilitate the technology requirements of the Parental Institute presenter(s) (set up, operate, and shut down audio/video equipment).
- Assist as needed with preparing, distributing, and collecting materials and supplies for the Parental Institute.

WYSP Summer Programs

- Collaborate with the Director of Educational Programs and other Educational Programs Coordinators to recruit, implement, and supervise all summer programs.
- Support the Director of Educational Programs and educational programs partners in planning curriculum and program activities throughout the program year.

Customer Service

- Responsible for being Lincoln Foundation educational programs' face/voice relative to lower school 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 parents/guardians.
- Specific priority will always be given to Lincoln Foundation's most significant customers, students, and/or parents/guardians.

Other Tasks

- Assist the Director of Educational Programs with scholar recruitment and the scholar application process as needed.



- Assist with any additional duties assigned by the director or president.

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.

The annual pay ranges between \$50,000 and \$55,000, and the offer amount is determined by the candidate's education, qualifications, and experience.

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)

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