

Job Title: Educational Programs Coordinator

- **Location:** Louisville, KY
- **Classification:** Full-Time
- **Reports To:** Director of Educational Programs
- **Closing Date:** Open until filled

About the Role

Lincoln Foundation is seeking an **Educational Programs Coordinator** to serve as the lead owner and driver for our Lower School (grades 8 and 9) year-round programming. In this role, you will support the administration, coordination, and implementation of the prestigious Whitney M. Young Scholars Program (WYSP).

Key Responsibilities

- **Program Coordination:** Plan, prepare, and distribute curriculum materials, logistics, and lesson plans for Saturday Educational Clinics (ECs) for grades 8 and 9.
- **Data Integrity:** Collect and manage scholar data (pre/post-tests, attendance, grades, and demographics) to support annual evaluations and monitor student GPAs.
- **Communication & Engagement:** Serve as the primary point of contact for Lower School scholars, parents/guardians, volunteers, and community partners.
- **Parental & Summer Programs:** Collaborate on logistics, technology setup, and material distribution for Parental Institutes and assist in recruiting and supervising WYSP Summer Programs.
- **Recruitment:** Assist with scholar recruitment, including hosting informational webinars and conducting school site visits.

Qualifications

- **Education:** Bachelor's degree required.
- **Certification:** Valid teacher's license or education certification required.
- **Experience:** Relevant classroom work experience in education, program coordination, or youth development.
- **Tech Skills:** Proficiency in Microsoft Office Suite (Excel, Word, PowerPoint, Publisher) and Adobe Acrobat; ability to generate reports and graphics.
- **Availability:** Must be able to provide on-site support for Saturday Educational Clinics and Parental Institutes.

How to Apply

Please send your resume to: careers@lincolnfdn.org

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