

Job Title: College Prep Program Coordinator

Organization Name: Center for Leadership Development, Inc.
Indianapolis, IN 46208

Organization overview: The mission of the Center for Leadership Development (CLD) is to foster the advancement of minority youth in Central Indiana as future professional, business and community leaders by providing experiences that encourage personal development and educational attainment.

Position Description:

- Plans, organizes and implements programs and initiatives in order to produce a preeminent college readiness experiences for all participants, and to fulfill CLD's mission to minority youth.
- Assists College Prep Director in the management and operation of the College Resource Center.
- Assists in the development of program content, monitors key performance indicators and outcomes and prepares program reports and proposals.
- Manages and evaluates the overall quality of the program experience, including reviewing and updating curriculum and observing classes and events.
- Coordinates the recruitment of program participants, facilitators and volunteers, and monitors program expenditures.
- Position requires working evenings and weekends.

Experience:

One to three years' experience in educational programming and/or student development. A combination of education and experience may be considered. Experience working with youth of diverse backgrounds.

Skills:

- Strong written and verbal communication skills
- Strong time management skills and ability to stay organized
- Ability to work independently and collaboratively
- Ability to successful interact with parents, youth and volunteers from diverse cultural and socio-economic backgrounds
- Ability to supervise staff

Education:

BS in Social Work, Education, Sociology or related field preferred
Valid driver's license

Physical Requirements:

Requires strenuous physical exertion, including lifting boxes and tubs, moving chairs and tables, loading and unloading supplies, etc.

To apply: Send cover letter, resume and salary requirements to Gail A. Bradford, CPA at gbradford@cldinc.org. No phone calls please.