



**Background:**

Project: VISION is a 501c3 nonprofit organization with a mission to help youth of Chicago's Chinatown, Bridgeport, and surrounding communities reach their full potentials by providing them with tools for educational, personal, and civic development. PV currently serves 270 youth at its youth center and two school sites with free programs including tutoring, mentoring, college and career readiness, service learning, and leadership training.

**Position:** Program Coordinator

**Reports to:** Program Manager / Executive Director

**Purpose:**

- To develop, coordinate, and implement youth programming
- To work with youth through direct service

**Status:**

Exempt, 40 hours/week

Benefits eligible

Starting salary range: \$31,000-35,000 (commensurate with experience and qualifications)

**Primary Functions:**

**1. Develop programming under supervision of the Program Manager or Executive Director**

- Outline/framework programs, determine goals/objectives, create metrics and evaluation tools with supervision from the Program Manager or Executive Director
- Participate in recommending new programs and improvements/changes to programs

**2. Implement youth programs**

- Plan and lead various youth programs including college and career readiness, leadership, and service learning activities
- Oversee the day to day operation of the after school tutoring program and provide tutoring to grades 6-12 students when needed
- Serve as mentor to a cohort of 50-60 youth during the year
- Assist with tutor vetting, training, supervision, and evaluation
- Maintain thorough program and student records using Salesforce

**3. Conduct community outreach**

- Engage parents with regular communications, plan and lead parent workshops and other parent engagement activities
- Assist with development of student recruitment strategy and implement recruitment activities including outreach to community and local schools
- Work with local schools to implement various programming

**4. Assist with program evaluation**

- Design program evaluation tools based on program goals/objectives
- Collect data for program evaluation
- Assist with data analysis and use information to identify program improvement needs and assist with implementation of program improvements

**5. Other**

- Attend trainings regularly to bring new knowledge and ideas to improve our programs

**Qualifications:**

- Bachelor's degree required
- Interest in nonprofit career and youth development
- Possess self-initiative, able to work independently and within a team
- Professional, organized, has excellent attention to detail, time management and able to handle multiple projects and tasks simultaneously
- Experience working with middle school and high school youth required
- Familiarity with the service community desired
- Proficiency with Microsoft Office tools, Google applications
- Conversational Chinese Cantonese and/or Mandarin required at minimum, professional proficiency desired along with reading and writing skills

**To apply, please send a cover letter and resume to us via email at [careers@projectvisionchicago.org](mailto:careers@projectvisionchicago.org).**