



JOB POST

Program Coordinator

Part-time

Youth Development Department

Youth and Community Programs

For

Montgomery County Collaboration Council

for

Children, Youth, and Families

March 2021

Position Summary:

The Collaboration Council seeks a part-time Program Coordinator to work 25-30 hours, Monday – Friday, remotely, in the Youth Development Department on Youth & Community programs. This position supports the continuous improvement of Montgomery County’s Youth & Community program portfolio which includes Excel Beyond the Bell and out-of-school time systems. Reporting to the departmental director, the Program Coordinator is responsible for supporting the capacity and quality of Youth & Community programs, marketing, and contract monitoring service delivery. The Program Coordinator provides supportive assistance for the scheduling, problem-solving, reporting, and marketing of all Youth & Community Programs, EBB activities and classes.

Primary Responsibilities:

- Support the administration of and communication to respondents for procurement processes (i.e., open solicitations for Collaboration Council funded initiatives).
- Coordinate with key stakeholders and data management staff to support all Youth & Community Programs data collection, management and reporting processes.
- Work with the Youth & Community Programs /EBB to track the professional development activities for contracted youth development practitioners.
- Work with the departmental director to monitor and observe program performance management and evaluations systems for Collaboration Council-funded Youth & Community Programs.
- Support the scheduling, problem-solving, reporting and marketing of all Youth & Community Program/EBB activities and classes.

- Working with the Program Manager and Communication Manager, support communications, outreach and public awareness through marketing and communications tasks and plans and updates the Youth & Community/EBB website and marketing materials on a regular basis.

What the successful candidate will have:

Experience & Education:

- Associates degree required; Bachelor's degree in related areas preferred.
- Demonstrated understanding of Youth Development-Youth & Community Program performance measurements.
- Five or more years of experience in one or more areas of youth development (out-of-school time, education administration, classroom teaching experience).
- Preference for familiarity with Montgomery County and its culturally and linguistically diverse populations.
- Familiarity with the Youth Program Quality Intervention (YPQI) model or Advancing Youth Development (AYD) helpful.
- Familiarity with ETO (Efforts to Outcome) software is a plus.

Skills and Abilities

- Proficient technology skills including use of social media; experience with web-based learning platforms preferred.
- Understanding of best practices related to youth and adult learning.
- Excellent written, oral communication, and observation skills.
- Ability to handle multiple assignments simultaneously.
- Ability to work independently, exercising sound judgment.
- Effective interpersonal problem solving, negotiating, and collaboration-building skills.

Apply: Please send your resume and cover letter indicating why you would be a good candidate for this position **with** your salary requirements to HR@collaborationcouncil.org and reference Program Coordinator, Youth Development. This is an hourly position working 25-30 hours per week. At this time, all work will be performed remotely.

The Montgomery County Collaboration Council is an equal opportunity employer which values diversity, equity, and inclusion.