



## **Program & Community Coordinator**

Job Location: Romeoville, IL

Position: Part-time

Remote Type: Hybrid remote - some travel required

### **Our Story**

Inspired by George Washington Carver, After the Peanut was created in 2014 to inspire the next generation of STEAM leaders. After the Peanut is a solution driven company, focusing on the power of knowledge and education in the face of adversity and challenge. The core foundation is to transform communities by increasing equity in K-12 STEAM education. This is accomplished by providing real world experiences that are innovative and forward thinking.

### **Benefits**

- Competitive compensation
- Quarterly and yearly bonuses
- Hybrid working environment
- Team focused culture - team events, outings and recognition

### **Ideal candidates**

Energetic and creative professional who is curious and enthusiastic. The right candidate is organized and able to thrive in a fast-paced environment. The candidate has excellent interpersonal skills to build rapport with students, parents, and executive leaders.

### **Position Summary**

The Program Coordinator is responsible for coordinating program and event activities including scheduling, coordination of communication, data management, document preparation, and process improvement. Responsible for ensuring effective communication among parents, program staff and stakeholders. Coordinates scheduling of program activities and assists staff in maintaining data on the program's effectiveness. Coordinates after-school programs, summer camp, enrichment, recreation and leisure activities for youth of all abilities. This position works to ensure all events are executed with excellence and provides a superior experience for students, external stakeholders and volunteers.



## **Responsibilities**

- Plans, organizes, and manages – from concept through implementation – community and volunteer events, ensuring all involved have a positive experience.
- Manages, or provides support to, other organizational events, outside of volunteer efforts, including press events, experiential marketing activities, etc.
- Works collaboratively with the Marketing team to ensure After the Peanut branding, messaging and creative standards are upheld through all events, and works with the team to brainstorm new and creative ways to deliver the mission message through events.
- Supports organization's experiential marketing and outreach efforts, including representing the organization at local events, festivals and community gatherings
- Interface with parents, students and stakeholders.
- Establish and maintain records for Summer STEAM Camp applications, ensuring accurate and complete records.
- Manage program registration to include Summer STEAM Camp.
- Work with team members in execution of marketing content and collateral.
- Manage and care for facilities and equipment in program areas, including notifying supervisors when supplies need to be replenished and ensuring program areas have proper supplies prior to the start of sessions.
- Be a role model for students and staff, and arrive each day with an inclusive, professional, upbeat, and positive attitude.
- Ensure the safe operation and instruction of all program activities, following and enforcing all COVID-19 policies and procedures.
- Perform other duties as assigned.



### **Position Requirements**

- Three (3) or more years of work experience in a youth serving organization.
- CPR certification and First Aid training must be completed prior to the start of summer.
- Experience in administration, event planning, youth development, project management and/or community engagement.
- BA/BA or equivalent experience. Degree in Communication, Marketing, Education, Social Services, Non-Profit Management, Business or related field preferred.
- Knowledge of LinkedIn, Facebook, Twitter, Instagram, and TikTok; use of Sawyer platform
- Two Professional References who can speak to the applicant's character, qualifications, professional experience and work ethic.

### **Other Skills**

- Enthusiasm for STEAM and equity.
- Communication connector with skills including public speaking, presenting, and writing (the ability to write compelling emails, newsletters, and copy)
- Outcome driven with ability to respond to changing circumstances and priorities.
- Presents current strengths to enhance the team, but also has the ability to accept feedback.
- Strong organizational skills.
- Capable of working hard, being flexible, quick to act, demonstrates drive and initiative, ability to take action without being directed, and works well with others.
- Proficient in computer-based information systems.
- Strong project management, planning, and organization skills.
- Deep appreciation for teamwork and drive to be part of a high-level team.
- Ability to provide high quality customer care.

### **Physical Requirements**

- Requires the physical strength and stamina to lift and/or transfer objects weighing 50 pounds or more.
- Ability to travel in and out of the state of Illinois.

**Reports to:** Program Manager

**Compensation:** \$1,440 - \$1,760 monthly + \$1,000 performance bonus

***\*\*Must be able to successfully complete and clear a criminal, MVR, and sex offender background check\*\****