



**Position:** Program Coordinator

**Organization:** After-School All-Stars Chicago

**Location:** Chicago, IL (Hybrid)

**Organization Background:**

After-School All-Stars (ASAS) is one of the leading national after-school program providers in the country. Our comprehensive school-based programs combine activities and learning to help build the knowledge and skills children need to succeed, both in school and in life.

**A Unique Opportunity:**

ASAS is currently seeking an exceptional and dynamic leader for the Program Coordinator (PC) position. The PC will work closely with the Senior Program Manager, national program team, and Chicago Public Schools (CPS). The PC will report to the Senior Program Manager. General responsibilities include overall program management as well as implementation of ASAS' national initiatives and program model.

**Program Management**

- Work with Senior Program Manager to administer out-of-school time programming and funding support in CPS to school sites
- Ensure that staff are developing high quality after-school programming in alignment with the program model
- Assist in training and evaluating program staff
- Conduct performance reviews and yearly evaluations for school sites
- Attend all required management staff meetings, collaborative partner meetings, and safety trainings
- Develop and thoroughly understand budgets of Chicago Public School sites
- Serve as a liaison between CPS, ASAS management, and school-based leads
- Ensure that program sites are meeting attendance and budget requirements in accordance with school district and grant guidelines
- Ensure that student records and attendance data are maintained in an accurate manner through the Aspen database

**Implementation of National Initiatives**

- Work with Program Manager to oversee ASAS programming in CPS school sites
- Serve as a liaison between ASAS, CPS Sites, and partners to implement ASAS programming effectively
- Serve as a liaison with school personnel and community groups to maintain positive public and working relations of program with community partners
- Perform other duties as assigned

**Who should apply?**

The successful candidate will be a detail-oriented self-starter with strong leadership, organizational, management, and communication skills. The PC should exemplify ASAS's core values: entrepreneurial, proactive, transparent, collaborative, and accountable.

- 1-2 years of relevant experience including, non-profit program supports, teaching/education, or data coordination
- An undergraduate degree is required. Teaching experience or a master's degree in education, or a similar field is a plus. Baccalaureate degree in education, social or human services, child development, recreation or related field is desirable.
- Experience working in a leadership or supervisory capacity in a school, after school, day camp or community youth outreach setting.
- Ability to work cooperatively and collaboratively with school district staff, public officials, private sector officials, parents and community leaders.
- Familiarity with quality criteria for after school programs.

- Familiarity with youth development principles and K-12 school aged youth
- Ability to communicate effectively and demonstrate sensitivity to others as well as respond to using critical thinking
- Familiarity with basic Microsoft Word Suite, specifically Excel
- Must clear DOJ & FBI Livescan and Tuberculosis Clearance
- Familiarity and experience with Chicago's diverse populations strongly preferred
- Some grant writing experience preferred
- Availability to work evenings and Saturdays as needed; some travel within the United States required

**Salary and Benefits:**

This is a full-time (40 hours/week), non-exempt hourly position, with a salary of \$x/hour. ASAS offers competitive benefits including (but not limited to) health, dental, and vision, 18 days of paid time off, 15 paid holidays, and flex time.

**How to apply:**

- 1.) Submit a cover letter and resume via e-mail to [asasjobs@as-as.org](mailto:asasjobs@as-as.org)
- 2.) Please put "Program Coordinator, Chicago," and your last name in the subject heading. Your cover letter should be no more than one page, submitted in PDF format, and communicate how your experience aligns with the Program Coordinator role.

To learn more about ASAS, please visit our website:

[www.afterschoolallstars.org](http://www.afterschoolallstars.org)