Job Opportunity: Program Coordinator

General Information: Partnership for the Future (PFF) educates and inspires students of limited resources to pursue access to private sector networks and college opportunities so that they may become leaders and providers in our communities. PFF’s mission is to ensure that every motivated student with limited resources has a workplace internship in high school and can attend the college of their choice.

The program begins after a student's freshmen year in high school and continues for three summers. Participating companies offer the student employment each summer after a successful school year and match the student’s summer job savings for further education. Students’ summer work experience is supplemented by weekly personal development workshops during the summer session.

Position Description: Program Coordinators will assist with student case management, plan and execute student programs and manage a team of PFF Intern Coordinators and volunteers. Program Coordinators will have completed an undergraduate degree program and may be current graduate/professional students with an interest in the personal and professional development of young people from Metro Richmond. Other qualifications include but are not limited to:

- effective communication skills with high school and college students
- ability to facilitate learning in a non-traditional classroom setting
- competence in managing a team of teachers
- flexible, creative, patient, sense of humor, team player

Primary Duties/Responsibilities:
- Maintaining consistent contact with assigned students
- Coaching assigned students on effective college preparation strategies
- Executing student programs
- Building a teaching/mentoring team with Intern Coordinators
- Coaching Intern Coordinators in their efforts to develop mentoring relationships with program participants
- Communicating and providing feedback to the Director of Programs regarding the progress of individual students and effectiveness of curriculum
- Communicating with PFF sponsors as needed

Hours: average of 20 hours per week (range is 15 to 25 hours per week, dependent upon season) with occasional evening and weekend hours

Mandatory Events:
- Staff Retreat
- Student programming 7:30 AM to 5 PM on Fridays during the summer session
- Summer Session Closing Ceremony

Compensation: $13 per hour (plus gas reimbursement)

*Due to the amount of local travel required for the position, candidates must have access to an automobile.*

To Apply: Application is available online at [www.partnershipforthefuture.org](http://www.partnershipforthefuture.org). Send completed application, cover letter, and résumé via e-mail, fax, or US mail (contact info at the top of description) by November 29, 2012.