



LA's BEST Afterschool Enrichment Program
Job Title: Education Coordinator
Reports to: Education Director

Position Summary

The Education Coordinator is responsible for coordinating and managing efforts of the Education Department in providing a wide variety of developing, delivering and managing of quality programs to LA's BEST staff and students.

Responsibilities

Responsibilities include, but are not limited to:

- Plans, facilitates, and collaborates with team members to advocate for and utilize methodologies and strategies for afterschool programming that are culturally relevant.
- Provides technical assistance to site based and traveling staff.
- Assists in the development and implementation of program activity materials.
- Develops, coordinates, and conducts demonstration activities for site staff.
- Acts as liaison between schools and the LA's BEST Program.
- Maintains appropriate information, files, and records.
- Reviews, evaluates, and provides feedback regarding afterschool materials for elementary school grades.
- Other duties as assigned.

Desirable Experience:

- Knowledge and understanding of the needs of a diverse student population
- Experience with the use of technology as an instructional tool
- Experience working with afterschool programs
- Experience in training staff
- Excellent organizational skills
- Strong interpersonal communication skills
- Demonstrated skills in conflict resolution and team building
- Demonstrated skills in working collaboratively with administrators, staff, and parents
- Ability to use technology in daily work
- Ability to design and deliver professional development for out-of-school time staff
- Ability to travel to multiple sites throughout Los Angeles Unified School District

Minimum Requirements:

- Must be fully vaccinated and provide verification of their vaccination status as part of the hiring and onboarding process

LA's BEST Afterschool Enrichment Program

Explore. Engage. Expand.

Established in 1988, LA's BEST provides safe, supervised afterschool enrichment for unique and talented elementary school students in neighborhoods with the highest needs and fewest resources. Through our deliberately developed programming and staff, we build the kind of deep intellectual, creative, physical and social engagement in children that drives their development as motivated learners and active contributors to their education, schools and communities.

LA's BEST is committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates without regard to race, color, religion,



sex, national origin, age, sexual orientation, gender identity, gender expression and any other characteristic protected by applicable law. LA's BEST believes that diversity and inclusion among our teammates is critical to our success as an organization serving Los Angeles, and we seek to recruit, develop and retain the most talented people from a diverse candidate pool.

Salary range: \$58,000 - \$60,000 annually, with a benefit package

How to Apply: Interested candidates should submit a resume with a cover letter (required) with references to lasbest@lacity.org. Cover letter should describe qualifications for this position and successful experience. Please include "Education Coordinator" in the subject line.

DEADLINE: July 26, 2022 - 4:30 PM