



LA's BEST Afterschool Enrichment Program

Job Title: BEST Fit Project Coordinator

Reports to: Director of BEST Fit

Position Summary

The BEST Fit Project Coordinator is responsible for coordinating and managing efforts of the BEST Fit Department in providing quality nutrition education, physical fitness and health awareness programs to all LA's BEST sites.

Responsibilities

Responsibilities include, but are not limited to:

- Work collaboratively with team members to develop, deliver and manage quality health and wellness programs and events
- Assist with delivering professional development for out-of-school time staff
- Provide technical assistance to site-based staff and traveling staff
- Order, inventory, and coordinate distribution of supplies and equipment
- Collect and maintain appropriate information, files, and records
- Review, evaluate, and provide feedback regarding programs and projects
- Other duties as assigned.

Desirable Experience

- A minimum of 4 years of experience in health, recreation, education or related field
- Knowledge and understanding of the needs of a diverse student population
- Familiar with criteria for quality after school programs and the youth development philosophy
- Demonstrated skills in working collaboratively with school personnel and community partners
- Excellent organizational skills
- Strong interpersonal communication skills
- Proficient in Word Processing, Microsoft, Publisher, Excel, and PowerPoint

Other Requirements

- Valid California driver's license and use of a vehicle with proof of insurance
- Reliable transportation and ability to travel to all LA's BEST sites and off-site meetings as needed

- Willingness to work evenings and weekends to support student events
- Must be fully vaccinated against COVID-19 and provide verification of 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: \$57,000 - \$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 "BEST Fit Project Coordinator" in the subject line.

DEADLINE: October 28, 2022