

LA's BEST Afterschool Enrichment Program
DIGITAL LEARNING COORDINATOR
(Job Posting - 01/23/2024)

About LA's BEST

Established 35 years ago, LA's BEST is a safe and engaging afterschool enrichment program for elementary school students in neighborhoods with the highest needs, yet fewest resources. Beyond academics, our programming nurtures social and emotional connections with trained and caring adults. LA's BEST prepares and inspires staff to empower children to create lives full of choices and supports working families across Los Angeles.

LA's BEST is a unique partnership between the private and public sectors providing afterschool enrichment. Los Angeles Unified School District (LAUSD) operates the program. Advocating for public, government allocations and fundraising from the private sector comprise the nonprofit entity. These branches collaborate to maintain, expand and enhance equitable programming that benefits staff, children and working families living across Los Angeles.

Job Overview and Responsibilities

The Digital Learning Coordinator plays a vital role in our organization by facilitating and enhancing digital learning experiences for students in our afterschool programs. This role combines educational expertise with technical proficiency to create engaging, innovative, and effective digital learning initiatives. The coordinator will collaborate with educators, program directors, and external partners to ensure that our digital learning programs align with our organization's educational goals. Core responsibilities may include:

- **Program Development:** Developing and adapting digital learning programs that align with educational standards and program objectives, ensuring they are engaging, age-appropriate, and accessible to a diverse group of students.
- **Technology Integration:** Integrating digital tools, software, and resources into the learning environment to enhance teaching and learning experiences. Training staff on using these tools effectively.
- **Content Creation:** Creating and curating digital learning materials, including videos, interactive modules, and online assessments, that support the programs and engage students in meaningful ways.
- **Student Engagement:** Fostering a positive and inclusive digital learning environment, encouraging active participation, collaboration, and problem-solving among students.
- **Data Analysis:** Collecting and analyzing data on student engagement and progress to continuously improve digital learning initiatives and measure their impact on student outcomes.
- **Professional Development:** Providing training and support to afterschool practitioners in the effective use of digital tools and resources, promoting digital literacy and best practices in online learning.
- **Collaboration:** Collaborating with teachers, program directors, and external partners to align digital learning initiatives with academic goals and adapt to evolving educational trends.
- **Technical Support:** Offering technical support to students and staff, troubleshooting issues related to digital learning platforms and devices.

- Safety and Privacy: Ensuring the safety and privacy of students in the digital environment by implementing appropriate security measures and monitoring online interactions.
- Collaborating with other nonprofit staff on key initiatives or special projects as assigned.

Core Competencies

- Proactive and flexible in a changing and fast-paced environment, while working with tight resources and a small team.
- Ability to manage and prioritize concurrent projects with grace and meet deadlines.
- Ability to communicate clearly, warmly and professionally while representing LA's BEST (in-person and written) with diverse stakeholders and audiences.
- Eager to continue learning and developing within the role; excited to take on new challenges with support and outlined deliverables.
- Culturally responsive and committed to diversity, equity, and inclusion.
- Adept at using technology and working remotely with colleagues to facilitate daily work.
- Committed to the mission, vision and values of LA's BEST.
- Ability to work collaboratively in a team and adapt to changing organizational needs.

Qualifications and Experience Requirements

- Bachelor's degree in Education, Instructional Technology, or a related field is preferred, but not required.
- Strong understanding of afterschool principles and best practices is preferred.
- Proficiency in using digital learning platforms and educational software.
- Knowledge of the filmmaking process, film production, and editing software.
- Proficient in operating PC and Apple products.
- Knowledge of data analysis, assessment tools, and content creator types is a plus.

Compensation

\$58,000 - \$65,000; commensurate with experience.

Work Location

This position is required onsite five days per week, primarily working from the LA's BEST Operations office. Candidates must also be able to travel to LA's BEST school sites throughout Los Angeles Unified School District and have access to reliable and timely transportation.

Company Benefits

LA's BEST provides Employer paid medical, dental, & vision insurance for employees, life insurance, short-term and long-term disability coverage, 401(k) retirement plan with a 4% match after one year of continuous employment, cell phone stipend, flexible spending account, and other benefits.

Equal Opportunity

LA's BEST is an equal opportunity employer (EOE). Qualified applicants are considered for employment without regard to age, race, religion, gender, sexual orientation, national origin, and disability or veteran status. If you need assistance or an accommodation during the application process because of a disability, it is available upon request (LA's BEST is pleased to provide such assistance, and no applicant will be penalized as a result of such a request).

How to Apply

Please submit a resume and cover letter to hiring@lasbest.org with "Digital Learning Coordinator" in the subject line. Applications will be accepted until 5:00PM PST on Tuesday, January 30th, 2024.