

**LA's BEST Afterschool Enrichment Program
LEADERSHIP DEVELOPMENT PROGRAM COORDINATOR
(Job Posting - 1/18/2024)**

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

Reporting to the Director of Leadership Development, the **Leadership Development Program Coordinator** is a key member of the Leadership Development team supporting the design, development, and execution of work-related training. The **Leadership Development Program Coordinator** will assist with the enhancement of staff knowledge of youth development principles, improvement of leadership skills, and continued progress in organizational performance.

This is an exciting opportunity for an early-career professional with a passion in supporting staff and students to leverage their experience in Expanded Learning Programs, activities, and approaches to student behavior to make a direct impact on the success of LA's BEST staff and students. Core responsibilities may include:

- Working in conjunction with LA's BEST Leadership Development Traveling Staff on developing and delivering in-person training.
- Supporting all of LA's BEST's training development and delivery to ensure consistent practices and alignment with LA's BEST's mission, vision, and values.
- Supporting the development of digital training content for online platforms (i.e., MyPLN/LMS) and ensuring training sessions are delivered promptly.
- Mentoring, training, and coaching Leadership Development Traveling Staff (200 sites) based on the needs and requests of site staff and the Leadership Development Director to ensure synergy with LA's BEST's mission and values.
- Partnering with internal LA's BEST departments to ensure continuous quality improvement of training and ongoing technical assistance.
- Assisting with logistics for leadership development including supporting, co-developing, and maintaining communication systems to ensure all stakeholders are informed.
- Assisting with Contactors and monitoring progress on project plans.
- Representing LA's BEST values and guiding Youth Development Principles in all development efforts and work products.
- Attending workshops, committees, or work groups to enhance professional and personal growth and to ensure continuous self-assessment of one's learning and processes.

- Collaborating with other LA's BEST 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 while maintaining a critical eye for attention to detail and analyzing the impact of the work.
- 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.
- Strong understanding of youth development and staff development principles.
- Lead with empathy and compassion.
- High level of responsiveness to the field (site staff) in their approach, decision-making, and development of content, resources, and technical assistance while taking initiative, critically thinking, and exercising a sense of humility.
- Comprehension of metrics and understanding of assessment practices with an ability to create data-driven reports.

Qualifications and Experience Requirements

- Graduation from high school or proof of equivalent educational proficiency.
- 4 years of work experience with primary responsibilities including the development of training in the Expanded Learning field, execution of training with large employee and student populations, and preparation of materials and logistics required for large-scale training.

Compensation

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

Work Location

This position is required onsite Monday through Friday, primarily working from the LA's BEST Operations office from 9:00am to 6:00pm, including a 1-hour unpaid meal period. Due to occasional evening and weekend work that may be required throughout the year, candidates must be willing to work an alternate weekly schedule that will allow attendance at weekend training and events. Candidates must also be able to regularly travel to LA's BEST school sites 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 "Leadership Development Program Coordinator" in the subject line. Applications will be accepted until 5:00pm (PST) on Monday, January 29th, 2024.