



FUND FOR ADVANCEMENT OF MINORITIES THROUGH EDUCATION

## High School Program Coordinator

The Fund for Advancement of Minorities through Education (FAME) is a small non-profit organization, located in East Liberty, making a large impact on the lives of students of color in the Greater Pittsburgh area. FAME was established over 24 years ago to provide need-based scholarships to bright and talented African American students, making a high quality independent school education possible. FAME also provides its scholars with an array of supplemental support including tutoring, internships, academic enrichment programs, leadership development, and career awareness workshops. In addition, FAME hosts a summer and Saturday preparatory program for middle school students interested in attending an independent school.

### **Mission Statement:**

FAME's mission is to educate, empower and embolden African American youth to become student ambassadors of today, leaders of tomorrow and stewards of their communities.

### **To accomplish our mission:**

FAME provides African American students access to college preparatory education at participating independent schools via needs based financial assistance. FAME prepares students for success through attending FAME Academy and partner schools and by providing extensive ongoing programmatic support. Our programs help FAME Scholars develop through academic, extracurricular and holistic life experiences and grow into the leaders of tomorrow. FAME's ultimate goal is to positively impact both the African American Community and society at large through the contribution of its scholars, leaders and programs.

### **Essential Duties and Responsibilities:**

Under the leadership of the Chief Executive Officer and direct supervision of the Chief Programming Officer, the High School Program Coordinator will work to ensure the successful execution of a broad range of programs with the FAME's core program. The Program Coordinator will be the first point of contact for high school families for most FAME events and be the primary point person for Scholar internships and high school enrichment activities.

Responsibilities include, but are not limited to:

- Maintaining existing and securing new internships and developing relationships with corporate/organizational partners
- Facilitating the Senior Scholarship procurement process
- Working closely with the Chief Programming Officer to develop consistent standards and key information for the execution of programmatic events
- Coordination of the high school Internship and Enrichment program and related events
- Coordination of Transition Workshops for 8<sup>th</sup> Grade FAME Academy Parents and Students
- Planning and execution of the New Scholar and Returning Family Orientation (in conjunction with the Lower and Middle School Program Coordinator), SAT/ACT Prep Course, College Tour/LeaderShift Trip, College and Career Readiness Events, High School Academic Labs, Seminars, High School Planning Committee, and Leadership Symposium Series
- Development of appropriate internal and external communication materials
- Assisting the Development Director in the planning and execution of alumni events, tracking and strategic plan to further engage alumni
- Programming planning and engagement in conjunction with the Lower and Middle School Program Coordinator
- Record keeping for High School Scholars, alumni (as it relates to internship and enrichment opportunities), and events
- Successful development and management of program budget
- Collaboration and Implementation of long-term programmatic strategic planning
- Creation of status reports and evaluation programmatic related data, trends and activities
- Provide support to the management team as necessary in an effort to fulfill FAME's mission

### **Qualifications of the Ideal Candidate:**

- Bachelor's degree required and experience in the fields of education, program management, and/or social work

- Passion for youth of all ages and commitment to educational equity
- Proven track record of achieving goals and understanding of strategic planning
- Proven track record of existing community and organizational relationships
- High energy level, flexibility, and self-motivation
- Strong interpersonal, intercultural, and verbal communication skills
- Demonstrated ability to write clearly and persuasively
- Demonstrated ability to use Microsoft Office, database and event platforms such as Eventbrite and Salesforce
- Outstanding event planning skills and ability to work under-pressure
- Keen attention to detail, organizational skills, and the ability to multi task
- Ability to build appropriate relationships with Scholars, their families, and key stakeholders
- Ease working within a team, leading and following
- Must have reliable transportation, valid driver's license and insurance
- Must have the ability to work 2-3 assigned weekends each month and the ability to work evenings as work demands
- Must be able to lift 50 lbs.

**If interested in applying, please send an email with the subject line “HS Program Coordinator Position”, including your resume and professional references to [nnelson@famefund.org](mailto:nnelson@famefund.org)**