



### **Job Description**

Job Title: Programs Coordinator  
Reports to: Executive Director

Status: Part-time, Hourly

#### **Position Summary:**

The Programs Coordinator will work with the Executive Director, Programs Manager and Student Services Manager in managing day-to-day program needs. Under supervision, this position will provide responsible administrative and program coordination for LAEF. LAEF is committed to providing the right candidate with increasing responsibility and professional development opportunities.

#### **Essential Functions:**

- Provide top-notch customer service and interact in a pleasant and positive manner with LAEF Staff, LAEF Board of Directors, LAUSD staff, and LAUSD parents and students, and the general public
- Communicate full knowledge of LAEF operations and programs
- Create promotional materials for LAEF classes and programs
- Set up online registration system for programs, issue credits and refunds
- Purchase and prepare student and teacher supplies
- Organizing curriculum and filling teacher requests for printing
- Communication with and support of school-based Parent Liaisons
- Draft parent/teacher welcome, updates, and reminder emails for each program
- Prepare rosters and lists for School Staff of all enrolled students
- Support the on-boarding and orientations for Programs Teaching Staff; create personnel files and complete required documents
- Support of Programs Staff payroll prep and processing
- Support with updating LAEF website and social media platforms
- Visiting school sites to support programs, as needed
- Maintaining accurate digital files for all duties
- Organize data for parent surveys, enrichment reports, course objective achievement, student assessments, etc.
- Performs related work as assigned by the Executive Director and Managers

#### **Qualifications:**

- Passion for education and a commitment to LAEF's mission and vision
- AA degree or equivalent professional experience required; college degree preferred
- Proven coordination and administrative skills with at least 3 years of related experience
- Must have excellent communication and interpersonal skills
- Computer skills necessary: Microsoft Office Suite, Google Suite, web-based software, general internet skills

- Attention to detail and organizational skills; problem solving skills and being a self-starter
- Valid California driver's license
- Available to work over the summer, with occasional evening and weekend hours

Compensation: \$25 per hour with hours ranging from 20-29 hours per week, Monday-Friday, 12-month employee. Sick, vacation and holiday hours commensurate with scheduled time. Option to participate in LAEF 403B retirement savings program with matching. Free LAEF classes for children/grandchildren.

Work Location: The LAEF office is located at the Los Alamitos Unified School District Office at 10293 Bloomfield Street, Los Alamitos. Work sites may vary throughout Los Alamitos USD boundaries, special event locations, and occasionally include areas in surrounding cities.

Application Procedure: Email resume, cover letter, and a letter of recommendation to Executive Director Carrie Logue at [clogue@LAEF4Kids.org](mailto:clogue@LAEF4Kids.org) through 7/15/24. Those considered for employment will need to participate in a background check.

Physical Demands of Working Conditions: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Non-inclusive Clause: This position description is not intended to be all inclusive. It is understood that the employee will also perform other reasonable business duties and will be responsible for the implementation of the policies, procedures and standards established by the Board of Directors. Position descriptions are reviewed periodically and may be revised at the discretion of management. This position description is not a written or implied contract.

Please note: LAEF's Programs Coordinator will be an employee of LAEF, not Los Alamitos USD, and will not receive payment into CALSTRS or PERS.

*LAEF is committed to providing equal employment opportunities to all qualified individuals regardless of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.*