



50 East 168th Street, Bronx, New York 10452

[www.WHEDco.org](http://www.WHEDco.org)

**Title:** Part-Time Extended-Day Education Coordinator, South Bronx Early College Academy  
**Location:** 801 East 156<sup>th</sup> Street, Bronx, NY 10455  
**Reports to:** Extended-Day Program Director, South Bronx Early College Academy

The Women’s Housing and Economic Development Corporation (WHEDco) is a community development organization founded on the radically simple idea that all people deserve healthy, vibrant communities. We build award-winning, sustainable, affordable homes – but our work is not over when our buildings are complete. WHEDco believes that to be successful, affordable housing must be anchored in strong communities that residents can be proud of. WHEDco’s mission is to give the South Bronx access to all the resources that create thriving neighborhoods – from high-quality early education and after-school programs, to fresh, healthy food, cultural programming, and economic opportunity. See [www.whedco.org](http://www.whedco.org) for more information.

WHEDco affords all qualified applicants equal employment opportunities without discrimination because of race, creed (religion), color, sex, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status or domestic violence victim status, or any other category protected by law. WHEDco follows the requirements of the New York Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest.

**Job Summary:**

This is a unique opportunity to help grow a new extended-day program in the heart of the South Bronx. With an unprecedented level of collaboration between the school and our program, we are out to build an exemplary program that focuses on growing the hearts and minds of our students. In this early stage of growth, we believe there is much work to be done, and we are looking for passionate, empathetic, and determined individuals. For our team, strong candidates take initiative, are open to coaching, understand our students, and are extremely flexible. For our students, strong understanding of middle school youth, under-served communities, group dynamics, and classroom management a must.

Under the direct supervision of the Extended-Day Program Director and Assistant Director, the EDP Education Coordinator will help grow and shape the academic portion of our program. We are a limited homework school, so our Education Coordinator are expected to create dynamic lessons that connect to the school day and to our larger goals around leadership development and Social Justice. A successful individual in this position would be eager to grow, can see what needs to be done and make it happen, and hold ourselves and our students to high academic standards (while helping them and us get there! Expect to be coached in new skills around classroom management, youth development, and working on a team. This is a great opportunity for individuals looking to build their youth management, program development, and strategic planning skills.

**Responsibilities:**

- Coordinate frequently with day teacher and administrators to facilitate academic alignment between the two programs
- Seek out lesson plans and units that align with the needs and goals of the day school and the extended-day program
- In conjunction with the Program Director, provide coaching around lesson planning and behavior management to Extended-Day teachers
- Seek out and apply for a variety of grants and corporate partnerships that could benefit the Extended-Day Program
- Develop workshops, events and trips that will support, inspire, and inform youth (trips, panels, and college tours/fairs).
- Model appropriate behavior to participants, and use positive behavior-management techniques with participants
- Encourage students to positively participate in all programming and activities
- Assist in the planning and implementation of special events
- Attend all required staff/planning meetings
- Actively seek out and take on any other required duties or special assignments consistent with the goals and objectives of the extended-day program

**Qualifications:**

- Minimum two years' professional experience working with under-served students in a classroom, after school, or community based environment leading/organizing group activities. Substantial volunteer work will be considered (NYS Teacher Certification a plus)
- Bachelor's Degree; Master's in related field preferred.
- Knowledge of New York City public education system, including special education, IEPs, and local and citywide educational resources.
- Demonstrated interest in the field of education, child development and literacy
- Demonstrated ability to seek out, create, and nurture partnerships with teachers, administrators, and outside organizations;
- Demonstrated understanding of lesson planning, unit planning, and creating year-long scope and sequences
- Desire to work in a flexible start-up environment
- Able to work late afternoons and/or evenings
- Well organized, able to work both independently and collaboratively
- Previous work experience in low-income communities
- Bilingual (English/Spanish) a plus

Competitive pay rate based on experience. This is a part-time, hourly position that would begin mid-August 2019.

To respond, please send a cover letter and resume to:

Email: [tjones@whedco.org](mailto:tjones@whedco.org) (Include "Education Coordinator" and your name in subject line)