

Community Works Coordinator

About us: Community Works (CW) is a dynamic nonprofit organization dedicated to providing a diverse range of educational services and essential support to our local community. We offer resources such as tutoring, art classes, garden volunteer opportunities, and services for youth experience housing insecurity. At artWORKS, we offer free classes art classes such as digital photography and music recording for middle and high school students Monday through Friday. GroWorks garden cultivates a variety of nutritious crops not only to nourish our community, but also to provide hands-on educational experiences and welcomes student volunteers. Hope Works, our homeless youth Drop-in Center provides essential services for youth aged 17-23 including shower and laundry facilities.

Position: Coordinator of after-school programming Monday-Thursday 4-7 including:

- Community Works, a non-profit tutoring and enrichment center serving at-risk
- children, youth, and families in the Pasadena area
- artWORKS, a teen center for visual and performing arts
- Hope Works, a youth drop-in center for homeless youth
- Coordinate GroWorks activities with Rancher Jose
- Foster Care visitation in partnership with First United Methodist and All Saints
- Church

Responsibilities:

- Recruitment of participants through mailings, social media, and community events
- Hire, manage, coach and grow hourly staff
- Coordinate connections to Learning Works
- Grow partnerships with community nonprofits

CW Learning Center:

- Assist in the facilitation of Monday night intakes with Director or any special parent/student meetings
- Develop and coordinate CW classes, tutoring schedule, and college and career
- Maintain efficient, engaging classroom environments
- Perform personnel administrative tasks; collect/review teacher invoices and timecards
- for tutors; and coordinate hiring and training of new teachers and tutors
- Maintain student registration for all programs including student sign-in, files and
- progress reports
- Coordinate three parent meetings per year
- Facilitate a monthly meeting and trainings for tutors

- Follow up on return phone calls to all families, teachers and tutors
- Coordinate volunteer system

artWORKS

- Manage/coordinate the AW Coordinator and Armory partnership
- Ensures that all personnel signs the confidentiality agreement and principles
- Facilitate facility improvements and purchases
- Participate in artWORKS events
- Coordinate Art Night two times per year

Other

- Maintain Hope Works staffing, supplies, and outreach
- Maintain Foster Care visitation project

Skill Prerequisites:

- Excellent oral and written communication skills
- Exceptional clerical/organizational skills
- Experience using Microsoft Word and Excel
- Extremely patient and personable to everyone
- Excellent time management

Other Desirable Skills:

- Familiarity with database software (FileMaker 4.0)
- Bilingual (Spanish-English) preferred

Please submit your resume to Sherry Oliver sherry@publicworksinc.org If you have questions please call (626) 564-9890.