Public Works—Community Works

POSITION: Community Works Coordinator (full-time)

INTRODUCTION:
Public Works is a non-profit consulting company founded in 1998 that is dedicated to working with schools, government agencies and the nonprofit sector by providing research, evaluation services and resources to organizations that educate and inform children, youth and families. Public Works also runs Community Works, after school programming and resources for our Learning Works Charter School students and for local families and students attending other schools in the area. Community Works includes artWORKS, GroWORKS, Hope Works, tutoring and summer programming.

DESCRIPTION:
Under the direction of the Support Services Director, the Community Works Coordinator will manage after-school programming, coordinate tutoring and program staff, and be a liaison to families and students in the program. In addition to the preparation and organization of materials and staff, the Coordinator must be available to be on site for all after-school programming Monday to Thursday from 10:30 to 7 pm with flexible hours on Fridays.

Community Works programming includes:
- 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.
- GroWORKS, an urban community garden located next to artWORKS.
- Hope Works, a youth drop-in center for homeless youth.

JOB RESPONSIBILITIES:

CW Learning Center
- Recruitment of participants through mailings, social media, and community events.
- Hire, manage, coach and grow hourly staff including tutors.
- Assist in the facilitation of Monday night intakes with Support Services Director or any special parent/student meetings.
- Develop and coordinate CW classes, tutoring schedule, and college and career activities.
- 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 and return phone calls and emails to all families, teachers and tutors in program.
- Ensures that all personnel signs the confidentiality agreement and principles.

artWORKS
- Manage/coordinate the Armory partnership.
- Facilitate facility improvements and purchases.
- Coordinate artWORKS events.
- Coordinate Art Night two times per year.
Other
● Support coordination of all CW programming with Learning Works principal and staff.
● Work with the Communications Director to update and maintain website related to CW.
● Support events and community outreach activities with volunteers, community members and community partners and non-profits.
● Support hosting Foster Care visitation in partnership with First United Methodist and All Saints Church.
● Outreach to local organizations and foster care agencies to expand programming and establish partnerships.
● Maintain Hope Works supplies and outreach; coordinate staff coverage.
● Coordinate GroWorks activities.

DEMONSTRATED KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:
● Interest in and experience working with youth and families.
● Excellent oral and written communication skills.
● Exceptional clerical/organizational skills.
● Patient and personable to everyone.
● Time management.

EDUCATION, CREDENTIAL AND EXPERIENCE:
● Available to work Monday to Thursday until 7 pm.
● Driver’s License and Vehicle.
● Proficient in all Microsoft Office applications including Word, Excel, PowerPoint and FileMaker.
● Bilingual (Spanish-English) preferred.

SIGNATURE ACKNOWLEDGES RECEIPT AND UNDERSTANDING OF THE JOB DESCRIPTION
I have read the above role description, have had the opportunity to ask questions and understand the nature of my role and its importance in meeting the organization’s goals and objectives. I understand that the specific functions of this role may change from time to time to meet the evolving needs of the organization.

Employee’s Name (Please print): _______________________________
Employee’s Signature: _________________________________
Date: ___________________

Job description revised January 4, 2022