

## **Robert Randolph Foundation**

Education Program Coordinator

Job Description



**Position Title:** Education Program Coordinator, Part-Time

**Location:** Newark, NJ; Remote

**Start Date:** March 1, 2022

**Compensation:** \$20-\$25.00/hour, commensurate with experience

### **RRF ORGANIZATION OVERVIEW**

The Robert Randolph Foundation, a 501(c)(3) organization, incorporated in the State of New Jersey in 2011, founded by African American artist Robert Randolph, focuses on creating empowered communities and taking a grassroots approach to engaging our communities in education.

As we think about tomorrow's future, we must rethink our approach to education and ensure we are providing access to all youth. The Robert Randolph Foundation is doing this by creating empowered communities in their education and development.

We align with churches and community leaders to enhance, build upon and create differentiated educational pathways. Taking this grassroots approach to stimulate development ensures young people receive the emotional, social, and life tools to successfully navigate the world of work and independence.

The Robert Randolph Foundation is currently in the process of launching the CRE8 Your Future program. The CRE8 Your Future Program is designed to strengthen the communities in which we live and transform the lives of our youth and their loved ones. We accomplish this by providing a differentiated learning approach that creates opportunities for all young people to explore and experience careers that will help them successfully navigate their desired future path.

The Robert Randolph Foundation is committed to inspiring and challenging traditional educational learning pathways which disproportionately marginalize Black and other communities of color and other members of under-resourced communities. We strongly encourage applications and participation from people with these identities or members of other marginalized communities.

### **POSITION OVERVIEW**

RRF is seeking a part-time dynamic, results-oriented professional dedicated to education equity and community engagement focused on executing the mission and education program strategies and ongoing development of The CRE8 Your Future Education Programming. The Education Program Coordinator will act as a critical connector between RRF, partner organizations, and Newark's cultural community at large.

Reporting to the Vice Chair of the RRF Board, this position will collaborate with the Board of Directors and strategic partners to coordinate all aspects of executing RRF's educational programming.

### **POSITION RESPONSIBILITIES**

Ensures promotion of events, attendance, and engagement for students for virtual learning and on-campus events, including supporting course management in the learning management system(s).

Provides access to the necessary tools, technology, and otherwise for program participants, coordinates all event logistics (event amenities, speakers/leaders of the events, etc.), and conducts post-event and programming assessments to share with the RRF Board.

Coordinate and participate with key personnel to implement, develop, and evaluate courses, including establishing learning objectives and desired outcomes and recommending appropriate course content and assignments.

Provides support to RRF Board of Directors and aligned Partner(s) for recruitment and admissions, and serves as the students' point of contact for RRF. The coordinator oversees peer mentors who support the students and program, and escalates any issues or problems that may require input from RRF or aligned Partner(s).

Coordinate projects for the CRE8 Your Future Program, including scheduling key meetings, interviewing students and mentors about the practicums, analyzing evaluations for improvement and changes, coordinating the recruitment process for mentors, and maintaining relationships with current mentors.

Manage deadlines, documentation, and other critical elements to make sure all aspects of programming are completed on schedule, including new student orientation, cohort building events, alumni events, regional student events, and program completion/graduation.

#### **POSITION QUALIFICATIONS**

Ability to work effectively with instructors, students, and working professional learners. Strong interpersonal, verbal, and written communication skills. Ability to work in small teams and independently, superb attention to detail, and customer service skills. Progressive experience in education program coordination or a related training capacity. Knowledge of the Newark, NJ community and culture; established ability to build critical relationships with essential community and civic leaders in Newark and connecting communities.

Strong written, verbal, and public speaking skills and experience with various learning management systems, collaboration platform tools, and Microsoft Office.

#### **APPLICATION SUBMISSION**

To apply, email your cover letter and resume to [info@robertrandolphfoundation.org](mailto:info@robertrandolphfoundation.org), including "RRF Program Coordinator" in the subject line.

Our Commitment to Equity, Diversity, and Inclusion: We deeply understand the value of bringing together a team with different perspectives, backgrounds, and life experiences. We prioritize diversity within our team and encourage people from underrepresented backgrounds to apply.

For more information about The Robert Randolph Foundation, please visit [www.robertrandolphfoundation.org](http://www.robertrandolphfoundation.org).