

We are looking for Program Coordinators to join our growing team at Project Success. Project Success is a youth development nonprofit organization that helps students connect their purpose. We work with more than 16,000 6th-12th grade students and their families in the Minneapolis School District and have more than 100,000 alumni around the world. Learn more at projectsuccess.org.

The Program Coordinators engage in all aspects of Project Success external programming including theater events, field trips, middle school musicals, outdoor adventures, certificates, and college tours. This role will require strong communication skills, a passionate desire to engage with students, families and teachers, and have an ability to pivot quickly to address new priorities or time-sensitive needs. Our ideal candidate is detail-oriented and organized, has the desire to jump into a variety of tasks, projects and programs, and appreciates working collaboratively to meet shared goals.

This role will report to the Program Manager - Theater Experiences and will interact with students and family members on the phone and in person on a daily basis.

Core Responsibilities

Event Execution (50%):

- Ensuring event excellence at all programs, including:
 - Hosting theater events for families
 - Attending field trips and college tours
 - Assisting at our after-school Institute Certificate programs
 - Supporting our after-school middle school musical programs
 - Participating in our outdoor adventures
- Creating an accessible and inclusive environment at all programs

Office Coordination (50%):

- Taking student reservations by phone and email
- Communicating with students and families by phone and email on program events
- Organizing transportation and childcare for families attending events
- Logging all student registrations into databases & calendars
- Supporting the preparation of all external programs and other projects as assigned

Minimum Qualifications

- High school diploma required, Bachelor's degree preferred and if no Bachelor's degree, then 2 years of similar experience or a combination of training, education, and experiences that provides the required knowledge and abilities
- Excellent problem-solving and communication skills
- Tech-savvy and proficient with Microsoft Office applications, including Word, Outlook, Excel
- Ability to effectively collaborate with individuals from a wide variety of backgrounds
- Must have reliable transportation and a driver's license

Position Details

This position is a full-time, hourly non-exempt position, with a typical work-week of 40 hours per week. Schedule will vary per week including some evenings and weekends to cover staffing at various events.

The compensation package includes the following:

- \$15-\$17 per hour, 40 hours a week
- Generous paid time off, including PTO days, sick days, and paid holidays
- Excellent Health Insurance (*PS pays 100% of the monthly premium rate*)
- Dental, Short-Term Disability, and Life Insurance (*PS pays 100% of the monthly premium rate*)
- SIMPLE IRA retirement plan with match
- Free parking at the PS office in lot and on adjacent streets

To Apply

Please email the following to apply@projectsuccess.org, addressed to Matt Dreier, Director of External Programs and Operations:

- Resume
- Cover Letter
- Where you heard about us and/or found the job posting

To learn more, visit: https://www.projectsuccess.org/news_events/job_openings/

Project Success is dedicated to building a diverse and inclusive team. We strongly encourage candidates from a wide variety of backgrounds and experience levels to apply!