

Institute Program Coordinator

Contract Position

We are looking for a **contract** Institute Program Coordinator to join our growing team at Project Success. Project Success is a youth development nonprofit organization that helps students connect to their purpose. We work with more than 17,000 6th-12th grade students and their families annually and have more than 225,000 alumni around the world. Learn more at projectsuccess.org.

Institute Program Coordinators work directly with students as they build critical life and career skills through [Project Success Institute programming](#). This is a hands-on, student-facing role responsible for helping evening programming run smoothly and creating an environment where students feel welcomed and supported.

While Institute Program Coordinators may support both evening [Certificate classes](#) and [Best Buy Teen Tech Center](#) programming, this opening will primarily support programming at the [Best Buy Teen Tech Center](#) on Mondays and Tuesdays from 3:30–7:00 PM.

Our ideal candidate has previous experience working directly with young people and is comfortable engaging with students with a variety of interests and needs. They naturally build relationships, start conversations, and help students feel welcome and included. They must be comfortable with technology and willing to learn new tools and programs.

Contract Responsibilities

Program Support

- Support the execution of Project Success Institute programming, including setting up materials and technology, tracking attendance, and assisting with cleanup
- Welcome and engage with students throughout programming by starting conversations, answering questions, and building relationships
- Provide hands-on support to students as they participate in programming, navigate technology, and work through challenges
- Support the communication and implementation of safety protocols
- Continuously adapt to student needs to allow them to fully participate in programming
- Encourage a safe, accessible, and inclusive environment for students, staff, volunteers, and contractors
- Support student access to Institute programming by providing transportation, when needed and able
- Support student feedback and evaluation practices for Institute programs
- Escalate any student behavior issues to the Senior Program Manager – Institute to ensure safety and respect to students, staff, volunteers, and contractors

Ideal Candidate Attributes

- High school degree or GED required
- 1+ years of experience working directly with young people in an education, youth development, after-school, or similar setting
- Experience working with young people from a variety of backgrounds

- Comfortable engaging with students, building relationships, starting conversations, and creating a welcoming and inclusive environment
- Comfortable using technology and willing to learn new tools, platforms, and programs
- Strong communication and interpersonal skills, with the ability to communicate effectively with students, staff, volunteers, and contractors
- Strong problem-solving skills, with the ability to adapt to changing student and program needs
- Self-motivated, dependable, and able to take initiative while working within clear program expectations
- A commitment to the [Mission, Vision, and Values](#) of Project Success
- Must be able to pass a background check

Position Details

This is an independent contractor position supporting evening [Project Success Institute programming](#). For this opening, the primary focus will be our [Best Buy Teen Tech Center](#), a free technology-based workspace that gives young people access to cutting-edge technology and software to create and express themselves.

- Location: Project Success building (Tech Center located on the Lower Level)
- Schedule: Monday and Tuesday evenings from 3:30 – 7:00 PM
- Compensation: \$21 per hour

There is an opportunity to renew contracts for each of our program trimesters:

Fall Semester

September 28 – December 17 (*No class – October 14 & November 25*)

Winter Semester

January 11, 2026 – March 25, 2026 (*No class – March 10*)

Spring Semester

April 12, 2026 – June 10, 2026

To Apply

Please email the following to apply@projectsuccess.org with a subject line including the name of the position, addressed to the Senior Program Manager – Institute, Emily Vang:

- Resume
- Tell us why you are interested in this position, including any relevant experiences
- References
- Where you heard about us and/or found the job posting

To learn more, visit: <https://www.projectsuccess.org/join-our-team/>

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!