

All young women have the skills, tools and opportunities to develop as ethical leaders shaping their lives and the world.



Program Coordinator Position Description

YWLCS is looking for a highly motivated individual who seeks to join us in our mission to inspire urban girls to engage in rigorous college preparatory learning in a small school focused on math, science and technology that nurtures their self-confidence and challenges them to achieve.

Primary Areas of Responsibility

- Coordination of summer programs
- Coordination of programs associated with the Career/College Prep office
- Interface and coordination with Co-Directors, Development Director, and Instructional Staff
- Coordination and management of volunteers and external partners
- Supports students in their development of leadership skills through college and career preparation
- Manage programmatic calendar
- Coordinate site visits for potential funders and donors
- Update the school's website with timely information
- Prep students to represent school at special events
- Assist with writing and creating marketing and event collateral
- Manage special projects as assigned
- Attend all YWLCS events when needed

Reporting Structure

This position will report to 1 of 2 Co-Directors of the school and will interface directly with the College Counselors and Development Director.

YWLCS values:

- Commitment to high academic achievement and equitable outcomes for all students
- Education that emphasizes personal connections and a supportive environment
- Multiple ways of teaching and learning and multiple means of assessment
- Critical thinking pedagogy
- Supportive, caring teaching & learning environment for all members of our school community

Candidates must possess the following:

- Bachelor's Degree from an accredited college or university is required
- A relentless commitment to the work of sustaining an innovative environment for young urban women

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- Demonstrated interest in public school reform and/or issues of gender equity
- Ability to effectively collaborate with teachers, staff and other members of the school community
- Excellent written and verbal communication skills
- Ability to lead and cultivate relationships with students, families, staff, media, donors, and board members
- Willingness to participate in ongoing professional development and team and self evaluation
- Previous experience working with people from diverse educational, socio-economic, family, and cultural backgrounds and willingness to cultivate relationships with students, families, and staff
- Proficiency in Spanish preferred
- Ability to respond with flexibility to demands and requirements of a small school environment
- Ability to work with and understand people from diverse educational, socio-economic, family, and cultural backgrounds
- Demonstrates ability to be a self-starter
- Exhibits attention to detail
- Ability to develop in and adapt to a growing and changing organization
- Ability to manage a large number of activities and projects simultaneously.
- Ability to work independently and collaboratively in a fast-paced Team environment.

Incentives of working at YWLCS:

- Strong vision and mission driven professional environment
- Strong professional development using professional inquiry and critical reflection
- Collaborative work with teachers, students, administration and parents

Interested candidates should send:

- Letter of interest
- Resume with contact information for three references to:

Chandra Sledge, Co-Director, YWLCS, 2641 Calumet St., Chicago, IL 60616 or email to jobs@ywllcs.org.

Letters of recommendations are also welcome.
