



## **HANDY - Education Coordinator**

### **Position Summary:**

The Education Coordinator position is a full time, exempt employee that reports directly to the Director of Education and Career Development. The Education Coordinator will support the Director of Education and Career Development and assist with the implementation of department related programming; act as a liaison with Life Coaches; disburse book scholarships to post-secondary institutions; create innovative learning activities for tutor program; collect and track educational data; and communicate with HANDY Scholars throughout academic terms.

### **Qualifications:**

- Bachelor's degree required with equivalent work experience in Social Work,
- Education or related field.
- Able to work a flexible 40 hour work week, which may include nights and weekends
- Able to travel on a quarterly basis.
- 1-3 years' experience working with youth. Prior experience working in a structured educational setting, preferred.
- Commitment to the vision and mission of HANDY.
- Strong writing, planning and organizational skills.

### **Responsibilities:**

Duties include but are not limited to:

1. Create and manage Education Life Plans in conjunction with HANDY Life Coaches.
2. Assist with all education related programming and provide direct support to staff during educational activities.
3. Create and manage innovative learning activities for tutoring at the Wells Center. Ensure than plans are properly implemented and communicated to staff.
4. Serve as liaison with Broward County Public School teachers (tutors).
5. Serve as liaison for academic progress coaching sessions with Life Coach and Youth.
6. Assist the Director of Education & Career Development with scholarship disbursement.
7. Collect and track grades for middle and high school students in the LIFE Program.
8. Collect and track grades for college students receiving the book scholarship.
9. Collect class schedules for college students at the end of each academic term.
10. Travel alongside the Director of Education and Career Development to college campuses to meet with HANDY scholars and campus staff.

Please send cover letter and resume/CV to: [employment@handyinc.org](mailto:employment@handyinc.org).

### **About Strategic Philanthropy:**

Strategic Philanthropy, Inc. a south Florida based company, was founded on the belief that effective corporate giving can be so much more than simply writing a check to charities and nonprofits who ask for your help or involvement. It is our belief that when a company aligns its charitable giving with a strategic approach and measurable outcomes, the power of giving enhances a company's brand, image and strengthens the relationships and partnerships within the community.

In short, Strategic Philanthropy gets hired by companies to give away their money to nonprofits that meet a company's business goals and objectives. As you can imagine, we have many relationships with the nonprofits in our community. We value all of the programs and services they have to offer and work with them to help promote positions that are available within their organization so that they may find the best talent possible.

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