

# LYCEUM OF MONTEREY COUNTY

## Educational Program Coordinator

20 hours per week (opportunity for full-time position)

\$12.50 to 15.00 per hour depending on experience.

The Lyceum of Monterey County has been in business for 48 years. We are a small educational non-profit partnering with schools, grantors, donors, parents and students on a daily basis. Our Executive Director is fast-paced and seeks a like-minded coordinator. We are located in a quaint house in Monterey near Lake El Estero - very casual and fun environment with a friendly staff!

The Lyceum's mission is to inspire a life-long love of learning. We accomplish this by offering enrichment classes that aim to stimulate individual creativity, intellectual promise and academic motivation in children. We have classes for the general public and also hold contract classes at schools throughout Monterey County.

We are seeking a **fast-paced, hands-on, people-person, with K-12 education experience**. The preferred candidate will report to our Executive Director and work closely with our Public Mentor Program Director. The preferred candidate will have solid organization skills and be a whiz (advanced) with MS Word and Excel and Access with the ability to learn new computer programs quickly. He/She will have very strong event planning skills and coordinate events as they come up – including Academic Events, fundraisers, and/or a donor thank you parties. This position may lead to a full-time role in September 2008.

Key responsibilities include coordinating our contract after-school programs held at elementary and middle schools throughout the county. Candidate must feel comfortable working with school principals, secretaries, and district coordinators. Candidate must have ability to interview candidates and make solid hiring suggestions to Executive Director including processing and tracking background check process for potential employees.

The preferred candidate may (pending time) assist Executive Director with a variety of tasks including two funding drives per year. Candidate must have very strong customer service skills, be extremely comfortable answering multiple lines (2 lines) on the phone, and be a strong match to our Lyceum mission. He/she will work with parents, students, teachers, principals, and community members on program development requiring very heavy coordination skills and computer savvy. Candidate will have an intern from CSUMB assisting 8 hours per week with all coordination activities.

This is a very exciting, challenging, and meaningful opportunity for the right person. Our office currently has two staff members and 25 part-time instructors teaching K-12 Lyceum programs on and off campus.

We are seeking someone with a positive can-do attitude who is interested in growing with our organization!

**Required Skills:**

- Bachelor's Degree in Business, Human Services, Communications, or similar (or 4 years of experience as a project coordinator, administrative assistant, program specialist or similar)
- Customer Service Oriented
- 2+ years of experience coordinating school contract programs
- Ability to shine in an extremely fast-paced environment
- Ability to work with the systems we have (shoe-string budget)
- Advanced MS Word
- Advanced Excel
- Intermediate/Advanced Microsoft Access
- Ability to answer multiple lines and greet parent, student, grantor, board member visitors with a smile during very busy moments
- Ability to maintain confidentiality

**Preferred Skills:**

- Bilingual - English/Spanish

TO APPLY: Email resume to: [JULIETTE@LYCEUM.ORG](mailto:JULIETTE@LYCEUM.ORG). Send an msword document and cover letter with salary history. This role is scheduled to develop into a full-time role in September of 2008 and for the right candidate may move to full-time sooner.

We apologize in advance for only being able to reply to/call individuals to set up a phone screen and/or interview. If you do not receive a call from us, thank you very much for applying.

**Website:** <http://www.lyceum.org>

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