



Accelerate4KIDS™

CREATING TOMORROW CREATORS

Full-Time Program Coordinator

Accelerate4KIDS™ is hiring a Program Coordinator to manage youth events and activities to ensure tasks are completed on a timely manner. The position requires at least 2 years of project management and 2 years of youth development related experiences. We recommend individuals that enjoy working with youth and the community. Must be willing to work weekends, holidays and onsite. There will be training including job shadowing, online courses, and in-person workshops. The full-time position includes flexible working hours, benefits and 401K plan. Our goal is to find candidates that are passionate about youth development and personal growth. If you are interested in being part of a robust team and growing nonprofit organization, then complete our job application at www.tinyurl.com/a4kcooljobs.

EXPERIENCE

- PROJECT MANAGEMENT, 2 YEARS PREFERRED
- YOUTH DEVELOPMENT OR EDUCATION, 2 YEARS PREFERRED

JOB DESCRIPTION

- EXCELLENT VERBAL AND WRITTEN COMMUNICATION SKILLS
- MUST BE PROFESSIONAL AND ENJOY WORKING WITH YOUTH AND FAMILIES IN THE COMMUNITY
- CAPABLE OF MANAGING STAFF, MULTIPLE TASKS, PROGRAMS & PROJECT DEADLINES
- MUST BE ORGANIZED AND PROFICIENT WITH GOOGLE SUITE AND MICROSOFT OFFICE APPS
- MUST BE WILLING TO WORK WEEKENDS AND HOLIDAYS TO SUPPORT YOUTH EVENTS
- SALARY IS MID-30s WITH BENEFITS INCLUDING MEDICAL, DENTAL, VISION, 401K AND VACATION PAY



Accelerate4KIDS is a 501c3 nonprofit that aims to create tomorrow creators by providing quality computer science and technology education with some wellness programs for children grades K-12 in underrepresented communities so they too can live a life of opportunities and prosperity.

Accelerate4KIDS is an Equal Employment Opportunity company.