



## **EDUCATION SUPPORT COORDINATOR – MOBILE LEARNING**

<b>FLSA Status:</b>	<b>Full-time, Exempt</b>
<b>Revision Date:</b>	<b>January 2025</b>
<b>Reports To:</b>	<b>K-8 Program Manager</b>
<b>Salary Range:</b>	<b>\$55,000 - \$59,000</b>
<b>Work Environment:</b>	<b>Hybrid, in office twice per week, frequent travel in community</b>

### **POSITION SUMMARY:**

HCEF is looking for an enthusiastic team member to contribute to the launch of a new aspect of the Mobile Learning Program to take learning to students in the community. As Education Support Coordinator with HCEF you will build relationships with students, families, school and housing agency staff, and the HCEF team to advance the education of children and youth experiencing homelessness. You'll be a part of shaping HCEF's STEAM initiatives within the Mobile Learning, Home Visiting Tutoring Program, which will expand HCEF's efforts to build STEAM focused skills and knowledge.

### **ESSENTIAL JOB FUNCTIONS:**

- Collaborate with HCEF staff to build STEAM mobile learning program activities, policies, and procedures.
- Assist with the development and piloting of new STEAM curriculum tailored for mobile learning environments.
- Design and implement assessments to evaluate the effectiveness of STEAM initiatives and student learning outcomes.
- Facilitate professional development workshops for staff and volunteers on STEAM education strategies.
- Integrate technology and digital resources into STEAM activities to enhance student engagement.
- Coordinate partnerships with local organizations, businesses, and educational institutions to support STEAM programming.
- Coordinate hiring and managing contracted instructors for the implementation of this new program.
- Participate in continuous improvement to develop and deliver high quality mobile learning STEM programming.
- Build respectful, culturally responsive, and trusting relationships with families.

- Participate in and coordinate structured, child-focused home visiting that promotes parents' ability to support the child's cognitive, social and emotional, language and literacy, physical development, and approaches to learning.
- Implement effective strengths-based caregiver education, including methods to encourage caregivers as a critical part of their child's education.
- Research and implement methods to help caregivers promote STEM learning in their children including use of research-based strategies to support the development of literacy.
- Coordinate consultant team and work with Volunteer Coordinator to provide volunteer support to the consultant team.
- Collaborate with Family Engagement Coordinator to establish and maintain communication with parents, teachers, and school staff to support student academic achievement. Participating in key family meetings, assist Family Engagement Coordinator with creating goals and plan for families as they relate to the education of the child.
- Handle a personal caseload of families and students receiving tutoring and family engagement support.
- Monitor the effectiveness of the STEM Learning & Tutoring sessions and family supports (including distribution of surveys) and make adaptations when necessary to meet individual student's needs or needs of the family.
- Ensure that all data (intake form data, goal updates, volunteer and student attendance, parent meetings, school interactions, etc.) are accurately entered in the appropriate database weekly.
- Abide by HCEF policies and practices and attend HCEF team meetings and requested board committee meetings.
- Complete other duties as assigned.

#### **EDUCATION/EXPERIENCE/CERTIFICATIONS:**

- Bachelor's degree in education or related field required
- STEM Focused Programming Skills & Experience
- Three – five (3-5) years' experience teaching or leading K-8 programming
- Previous experience working with at-risk youth strongly preferred
- Act 33/34 and FBI Clearances
- Valid PA driver's license and clean driving record is required

#### **OTHER SKILLS/ABILITIES:**

- Strong project management skills, with the ability to oversee the development and execution of new educational initiatives.
- Expertise in STEAM education and familiarity with the latest trends and best practices in the field.
- Proficiency in using educational technology tools and software to support STEAM learning.
- Ability to develop and maintain collaborative relationships with a diverse range of stakeholders.
- Excellent organizational skills, with a strong attention to detail and the ability to multitask effectively.

- Exceptional interpersonal skills, ability to relate positively and respectfully to children of all ages, parents, volunteers, and other professionals
- General knowledge about homelessness and housing instability, and rights of students and families experiencing homelessness.
- Communicates effectively with young people, and is also skillful at building positive relationships with parents, volunteers, community organizations and other professionals
- Understanding of the significance of out-of-school-time programming in the lives of underserved children and proven ability to provide a safe, structured, and enriching environment
- Ability to think and act quickly in a moment of crisis, knowledge of de-escalation
- Sensitivity regarding the psychological and behavioral impacts of trauma on children and parents
- Passionate about ensuring that all youth have equal access to a quality education
- Commitment to racial and social justice, equity, and inclusivity
- Patience and perseverance when working with hard-to-reach families
- Flexibility – must be willing to work with a transient population that changes throughout the year
- Has an empowerment mindset and seeks to nurture rather than “fix”

**WORK ENVIRONMENT:** Works in a hybrid work environment - virtual and in-person

- Frequently required to work at a fast pace;
- Requires considerable concentration and creativity
- Weekend and evening work required, as needed
- Requires access to reliable transportation for travel between schools, shelters, and community organizations
- Willingness to drive a large cargo van
- Reliable Transportation is a must

To Apply: Please send your resume and cover letter to [info@homelessfund.org](mailto:info@homelessfund.org) with the subject line: *Education Support Coordinator*. Applications will be accepted on a rolling basis until the position is filled.

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Note: This position description is intended to describe the general nature and level of work being performed by employees in this job. It is not an exhaustive list of all responsibilities, duties, and skills that may be necessary for this role. Personnel may be required to perform duties outside of their normal responsibilities as needed.

*Equal Employment Opportunity*

At HCEF, we believe that all people have intrinsic value, unique gifts, and deserve respect. We utilize continuous self-examination and intentional development to strengthen our commitment to diversity, equity, and inclusion to maintain the most supportive community possible for all individuals and families we serve.

*Americans with Disabilities Act*

Equipment Used: PC and standard office equipment, including utility dolly

Physical Requirements: Position is blend between an office setting, requiring prolonged periods of sitting at a desk and computer and a mobile position traveling between schools, community organizations, and shelters. The position requires the ability to lift 20 pounds unassisted, 40 pounds with assistance. Frequent travel throughout the community. The ability to navigate the greater Pittsburgh Area.