



Education Youth Program Coordinator

The Education Youth Program Coordinator is a new and exciting position that will provide high quality administrative and program support for Filoli's Youth Program. This is a year-round benefit eligible part-time (30 hours per week) position that works Monday through Friday, 8:00 am – 2:30 pm, with the possibility of additional hours if needed. Please note: There is no public transportation to this site, therefore, reliable transportation is critical.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE:

- Coordinate all Youth Programs: Scheduling, develop and provide materials, teacher support, registration aid,
- Maintain Youth Program database,
- Maintain all Youth Program attendance records,
- Coordinate and provide all materials to teachers and volunteers,
- Provide support to teachers and participants,
- Coordinate program volunteers and maintain volunteer database,
- General support as needed – order supplies, maintain department calendar, correspondence, filing, queries, reports,
- Regular and predictable attendance
- Serve all of our students, guests and clients equally regardless of their race, color, religion, national origin, age, gender, marital status, disability, veteran status, genetic information, gender identity and/or sexual orientation. Regular and predictable attendance.

MINIMUM QUALIFICATIONS

Education and/or Experience

Five (5) years of experience and/or training, or equivalent combination of education and experience in an office setting including general office/administrative/program support experience and database experience – queries, entry, reporting (standard and customized).

Skills and Abilities

- Ability to communicate (listening and speaking) effectively with teachers, volunteers and employees of the organization,
- Ability to maintain a positive, calm demeanor and professional manner at all times,
- Ability to successfully use MS office programs; Excel and Word, Google products, and familiarity with Google products, Databases, Adobe Professional products: Adobe Acrobat Professional, InDesign, Photoshop
- Ability to demonstrate excellent written and verbal communication skills
- Ability to be proactive and identify issues/tasks – creative problem solver
- Ability to multi-task and demonstrate strong time-management, organization, details, accuracy and follow-through skills

- Ability to demonstrate a strong customer service orientation
- Ability to demonstrate consistent and predictable punctuality, attendance and dependability
- Ability to work independently, while maintaining a positive team player attitude
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedural manuals.

PHYSICAL DEMANDS

Reasonable accommodations may be made to enable otherwise qualified individuals with disabilities to perform the essential functions. While performing the duties of this job the employee is regularly required to:

- Use hands to manipulate, handle, and feel; reach with hands and arms; talk and hear,
- Specific vision abilities include close vision, color vision and ability to focus vision,
- Read and interpret documents such as safety rules, operation and maintenance instructions and procedural manuals,
- Perform repetitive motions up to 60% of time using a keyboard & mouse,
- Lift/carry up to 30 pounds,
- Stand, walk, reach, lift, carry and bend repeatedly and often to set up multiple class rooms, as well as sit for long periods of time at a computer,
- Hear and speak to class participants, instructors, volunteers, and staff on the phone and in person, as well as hear and respond to emergency broadcasts.
- Move about to different buildings located on the grounds and access classrooms and material on second floor.

APPLICATION PROCESS

1. Candidates with the above prerequisites are invited to submit their resumes along with a cover letter outlining their related experience and background to: careers@filoli.org
2. Please ensure email subject line shows: **Education Youth Program Coordinator**
3. No phone calls, please

Please visit our website for more information: www.filoli.org

Filoli is an equal opportunity employer who values diversity in the workplace.