



PROGRAM COORDINATOR POSITION AT MATH POTENTIALS

Math Potentials is an independent educational organization that provides math and science enrichment classes to students in Grades 5-12, helping them understand, enjoy, and build confidence in math and science.

We are looking for an organized, motivated professional with proven communication skills who has a keen eye for detail, is technologically adept, and has an appreciation for math, science, and education. This critical support role will have a chance to get involved in most aspects of the business and can be somewhat flexible according to your unique skills and strengths. Availability must be flexible to accommodate some events and classes that take place after school and on weekends. The Program Coordinator will report to the Program Director.

RESPONSIBILITIES

Customer Service / Registrar Services

- Provide exceptional customer service, in person, on the phone and via email
- Mark online math assessment tests, relay results to families and update class placements. Maintain marking template for online assessment test.
- Process registrations, refunds, credits, and transfers, using our online Client Management System
- Assist with student retention - outreach to students who miss too many classes to help them get back on track
- Help students make use of Math Potentials resources, and help parents support their children
- Manage the Student Tutoring Program
- Coordinate student volunteers
- Actively communicate and listen to families to see what we can improve upon
- Prepare student surveys and summarize results

Logistics

- Book and manage classroom rentals
 - Prepare Zoom meetings for virtual classes
 - Order inventory and coordinate material drop off for classes
 - Help coordinate and support events
 - Help coordinate and support teachers
 - Help set teaching assignments & class schedules
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Communication & Marketing

- Draft and publish social media posts
- Draft mass communication emails
- Draft newsletters
- Perform routine website updates (using WordPress)
- Offer marketing support as needed
- Assist at various promotional events such as trial classes
- Update student and parent welcome packages (guides)

Other

- Prepare/update/format various excel spreadsheets used for internal analysis or external presentation
- Attend internal Strategy Meetings and record minutes
- Help create and update internal Standard Operating Procedure documentation
- Assist with searching for and implementing a new Client Management System
- Assist with bookkeeping through data entry
- Support growth and program development
- Perform additional duties as required by management

REQUIREMENTS

- Bachelor's Degree or Community College Diploma. An equivalent of education and experience may be considered.
- Strong knowledge of math, minimum 1st year university
- Proficiency with Microsoft Office (Word, Power Point, Excel)
- Adept in technology including navigating new software
- Effective organizational skills, including attention to detail
- Passion for education and a desire to add value to young people's lives
- Excellent communication skills, both written and spoken
- Professionalism in working with people and representing the organization
- Proficiency in troubleshooting and problem solving
- Confidence to speak to rooms full of parents
- Valid BC driver's license. Access to car is preferred.

RATE & BENEFITS

- \$42,000 - \$50,000 depending on experience
- Based on 40hr/week schedule
- Perks include flexible schedule, access to Wellness Fund, opportunities for continuing education

To apply, please send your resume and cover letter to Mario Sirotic at **mario@mathpotentials.com**. Preferred start date is November 4, 2020.