

Academic Enrichment Coordinator

About Us: Building One Community (“B1C”) is a non-profit organization established in 2011 as a comprehensive resource center for immigrants in the Stamford, Connecticut area. B1C’s mission is to advance the successful integration of immigrants and their families.

B1C’s Academic Enrichment program runs year-round academic support programs for elementary school students and provides preK-12 advocacy services to families to ensure their students receive necessary academic support.

Position summary: The Academic Enrichment Coordinator will oversee the daily operations of B1C’s academic support programs and provides one-on-one educational support to families. This full-time, in-person position reports to the Academic Enrichment Manager and requires occasional evening hours.

Essential Duties:

- Implement a comprehensive year-round academic support program for school age children (school year Homework Club and five week Summer Program)
- Prepare volunteers to work with students and lead orientation sessions as needed
- Integrate enrichment providers into B1C programming
- Coordinate workshops, events and activities that educate families about the school system
- Assist families with pre-school, school and summer camp registration
- Connect families with other relevant educational resources in the community
- Work one-on-one with youth and families to understand their needs for school resources and act as a liaison between families & schools where needed
- Support and advocate for families at school meetings
- Schedule bilingual volunteer translators for one-on-one parent-school meetings
- Maintain detailed records in Salesforce database and create reports as needed

Required Skills/Qualifications:

- Fluent verbal and written Spanish and English skills required
- Bachelor’s degree in education, social work or related discipline
- Two years of experience in education or non-profit social services for children and families
- Data management experience required; Salesforce knowledge a plus
- Demonstrated sensitivity and ability to collaborate with people from diverse backgrounds
- Ability to advocate for B1C’s program participants and help them advocate for themselves
- Self-directed with strong organizational and communication skills
- Commitment to B1C’s mission and goals

To apply for this position, please submit your resume and a cover letter to jobs@b1c.org.

Building One Community is an Equal Opportunity Employer