



GREEN MPNA

GREEN-MPNA
Getting Residents Engaged in Empowering Neighborhoods
Madison Park Neighborhood Association (MPNA)

1901 E. 4th Street, Suite 100 Santa Ana, CA 92705



Position Title: Academic Coordinator	Report to: Youth Programs Manager
Work Schedule: Part-time temporary position, up to 25 hrs/week, ending May 31, 2024. M-F including after school/Evenings, Saturdays 8-2 pm, Remote & In-Person Work.	FLSA Status: Non-Exempt
Pay Range: \$21/hr	
<p>GREEN-MPNA (Getting Residents Engaged in Empowering Neighborhoods) Programs</p> <p>Mission Statement- Our organization empowers residents to improve the quality of life in the Madison Park neighborhood and the surrounding South-East Santa Ana communities. GREEN-MPNA promotes youth educational development, health equity, and a safe and green environment. GREEN-MPNA is a fiscally-sponsored project of One OC.</p> <p>GREEN-MPNA has built exemplary programs including an elementary, middle school, and high school STEM program; an array of wellness programs; and community actions for environmental justice. This position will provide program coordination, management, and implementation.</p> <p>Position Summary: Coordination and management of the Dr. Francisco Zaldivar ALMA Science Academy and Mentorship Pipeline, encompassing the oversight of curriculum development, implementation, assessment, and administrative duties. The individual will provide subject matter expertise pertinent to the program content. Furthermore, the individual must develop, promote, and enhance the academic programs, and foster connections with SAUSD, UC Irvine, the City of Santa Ana, local residents, non-profit organizations, and other pertinent stakeholders.</p>	
<p><u>Essential Functions/Responsibilities</u></p> <ul style="list-style-type: none"> • Facilitates existing and new partnerships with key contacts • Ability to organize and supervise students and volunteers in a safe environment • Ability to prioritize work assignments and manage multiple critical projects with deadlines • Ability to motivate youth, plan, and implement quality programs for youth and volunteers. • Exhibits effective communication skills while interacting with coworkers, volunteers, participants, and community members • Completes off-site duties as requested and performs other duties as assigned. <p><u>Academic Coordinator Responsibilities:</u></p> <ul style="list-style-type: none"> • Curriculum development and yearly program calendar planning for the Dr. Francisco Zaldivar ALMA Science Academy and Mentorship Pipeline Programs (i.e. Organizes and leads the recruitment and application process for program participants and mentors; organizes programs meetings, topics, and related activities including, but not limited to parent and volunteer workshops; Assists with planning and managing of the budget for the programs) • Coordinates and assists the Director with the collection of data for program participation and grant reports (i.e. – administers and coordinates testing alongside the researcher). • Provides comprehensive support to mentors, scholars, and community members (i.e. – assesses, advises, and provides feedback at all workshops; plans mentor training workshops related to teaching practices as needed, assesses the community and parents' needs, plans parent workshops throughout the school year). • Interacts with various stakeholders/individuals (i.e. – attend meetings; works with school staff and GREEN-MPNA Advisory Board members to develop and/or update resources/procedures for improving participants' experiences; communicates with supervisor, employees, and other stakeholders, to coordinate activities, review the status of work, exchange information, or resolve problems). • Performs administrative tasks associated with department activities (i.e. – maintains all participant information, required forms, and attendance sheets; provides data on students and program components to assist Director with proposals and reports; prepares program summaries, workshop handouts, registration forms, permission slips, volunteer hour forms, recommendation letters, manuals, purchase orders; operates 	



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a computer and successfully uses Google Drive and Microsoft Office programs, creates marketing content for Instagram and email newsletters to promote the program effectively).

- Maintains professional knowledge in applicable areas (i.e. – maintains a working knowledge of related k-12 education pedagogy; researches new trends and advances in science or environmental justice; attends workshops and training sessions).

Required Education and/or Experience

- Bachelor's degree in Sciences, Education, or closely related field; with two (2) years experience and/or training preferred with youth enrichment programs or an equivalent combination of education, training, and experience.
- Previous work experience in Santa Ana (or Orange County) is preferred, but not required.
- Valid Driver's license, car insurance, and reliable personal vehicle.

Skills and Abilities

- Bilingual, Spanish is strongly preferred
- Cultural competency of communities of color
- Exceptional community service skills and interpersonal skills with all ages
- Strong organization, problem-solving, and analytical skills.
- Ability to manage priorities and workflow
- Excellent written and oral communication skills. Strong public speaking skills
- Must be proficient in Microsoft Workspaces, and Google Workspaces, and basic understanding of social media.
- Ability to work under stress, with interruptions and deadlines.
- Ability to master basic math skills and budget programs.
- Ability to think logically in following procedures and instructions.
- Ability to accept constructive criticism
- Must be organized, detail-oriented, and able to multitask programs and prioritize in a fast-paced environment.

Working Conditions

Physical Demands

The physical demands described here are representative of those the employee must meet to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee is regularly required to stand; walk; climb stairs; sit; use hands and -fingers, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stoop, kneel, or crouch. Capability to lift 25 lbs.

Work Environment

Work from a local elementary school while programming is taking place. Off-site visits with local community partners and remote work from home. Traveling throughout Orange County may be required. Some evening or weekend work may be required.

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The above statements describe the general nature and level of the work being performed for this position and are not an exhaustive list of all duties and responsibilities. GREEN-MPNA and the advisory board reserve the right to amend and change responsibilities to meet business and organizational needs.

Please send your resumes to mpnacorg@gmail.com and madisonparkna@gmail.com