



## Human Resources

### **PROGRAMS COORDINATOR, MAYOR'S OFFICE OF CHILDREN, YOUTH, AND LEARNING**

At OCYL: The Mayor's Office of Children, Youth and Learning, we serve the community with high quality programming through talented, creative educators, administrators, great communication and customer service. As the Programs Coordinator, you will be responsible for maintaining and growing programming to be in alignment with our mission. You will help define, shape, and lead the programs that attract and empower K- 12 students in this strategic position. In doing so, you'll help us ensure that OCYL continues to provide exciting and unique educational opportunities resulting in a culture of lifelong learners in the community.

#### **Position Requirements:**

- Bachelor's Degree required, Master's Degree and/or Teacher Certification or commensurate experience preferred in education/educational administration, or youth services.
- A minimum of 3 years working closely leading/teaching/facilitating Middle and High School Youth in an educational/community based setting.
- Ability to develop service-minded and quality education culture.
- Ability to manage projects, partnerships, and professional relationships.
- Hands-on management skills with impeccable integrity.
- Strong sense of ownership in department function.
- Experience of supervising staff and/or teachers
- Ability to plan, organize and think strategically.
- Highly organized and flexible in dynamic environment.
- Strong written and verbal communication, presentation and technology skills including MS Office.

#### **How to Apply:**

This position is a year-round, full time executive staff position reporting to the Director as administrative staff of the Town of Cumberland. Requirements include: Appointment/approval by the Mayor and Town Council; 1 evening shift per week; 1 Saturday per month when programs are in session; employment verification check. Position starts August/September 2019.

Please email resume, a cover letter and 2 professional references to: OCYL Director, Liz Lemire: [llemire@cumberlandri.org](mailto:llemire@cumberlandri.org). For more information on the organization, and to see the full job description, please visit [www.ocyl.org](http://www.ocyl.org)