



A City of Philadelphia  
AmeriCorps initiative

## Project Coordinator

### Job Description

#### Organization Summary

EducationWorks (EW) is a nonprofit organization providing academic support, career readiness, and enrichment programming throughout Greater Philadelphia. **By tackling core issues like literacy, graduation rates, safety and social awareness, we are equipping individuals with the tools needed to stay safe, finish school, make better choices, and become more productive members of their communities.**

Recognizing that each child has unique needs, staff works directly with community and school leaders to identify challenges and create customized programs that will have the greatest impact. From in-school programs to after-school and summer programs, children from six weeks to adulthood are positively impacted by EducationWorks programming.

#### About PowerCorpsPHL

Launched in September 2013, PowerCorpsPHL is a City of Philadelphia AmeriCorps initiative. Operated in partnership with EducationWorks and the Philadelphia Youth Network, PowerCorpsPHL engages Opportunity Youth in transforming their lives through service. PowerCorpsPHL enrolls members in full-time AmeriCorps service for 6 months with City departments to tackle pressing environmental challenges, including the need for improved storm water management, increased tree coverage, and revitalized public land. Through a rigorous combination of service and training, corps members develop and practice essential 21st Century workforce skills, including time management, conflict resolution, accountability, teamwork, leadership, and network building. As PowerCorpsPHL alumni, individuals receive the customized support they need to secure career-track employment, pursue post-secondary education, and/or enroll in additional national service.

Successful staff and leaders within PowerCorpsPHL embrace their affiliation with AmeriCorps and share a number of common characteristics: commitment to the mission and goals of the program, dedication to their role in achieving those goals, and willingness to work across teams to create and maintain a strong program culture capable of creating opportunity and overcoming challenges.

#### Position Summary

The PowerCorpsPHL Project Coordinator is responsible for the daily logistics of PowerCorpsPHL crews serving with Philadelphia Parks & Recreation. The Project Coordinator is responsible for the coordination and delivery of tools, equipment, and supplies needed for each service project, provides quality control oversight, and coordinates crew scheduling and deployments in conjunction with the Project Manager. As needed, the Project Coordinator provides on-site support to PowerCorpsPHL Crew Leaders and corps members. The Project Coordinator reports to the PowerCorpsPHL Project Manager in Parks & Recreation.

#### Essential Functions

The PowerCorpsPHL Project Coordinator will be responsible to:

- Coordinate logistics of service projects, site assignments, and schedules for 4 PowerCorpsPHL crews serving with Philadelphia Parks & Recreation
- Work closely with the Project Manager, PowerCorpsPHL program staff, Parks & Recreation staff, and other service partners to implement two, six-month rounds of full-time service per year
- Support orientation sessions and workshops as well as on-the-job technical skills training for corps members
- Under the direction of the Project Manager, organize crew logistics including:
  - Scheduling
  - Tool, equipment, and supplies storage, replacement, and delivery
  - Coordination with PPR operations staff and other service partners
- Work with the Project Manager to monitor progress, completion, and quality of service projects

- Assist Crew Leaders with data collection for service projects completed as needed
- Attend weekly staff meetings and other meetings, as necessary

**Education, Experience & Skills Required:**

- Minimum two years experience in horticulture, land care management, or a related field
- Minimum two years experience in youth workforce development or vocational education
- Minimum two years experience in project management or operations, preferred
- Bachelor's degree, preferred
- Familiarity with Philadelphia parks system, public land management, and local National Service programs
- Ability to take ownership and drive responsibilities through to completion
- Ability to establish and foster relationships with a diverse team
- Demonstrated commitment to diversity and cross-cultural issues
- Successful completion of background checks (PA state criminal, Department of Public Welfare Child Abuse, and F.B.I. fingerprinting)
- Driver's License required

**Application Instructions**

Email resume and cover letter to [PowerCorpsPHL@educationworks.org](mailto:PowerCorpsPHL@educationworks.org).

Operated in  
Partnership with



990 Spring Garden St, Suite 601  
Philadelphia, PA 19123

**P:** 215.221.6900 **F:** 215.221.6901



**EducationWorks.org**

[powercorpsphl.org](http://powercorpsphl.org)