



URBAN LEAGUE OF BROWARD COUNTY

Job Vacancy Posting

Title: Program Coordinator – College Access Programs

Work Week: Monday – Friday (flexible); Saturday (generally required)

Annual Earnings: \$50,000 minimum

Division: Education

Supervisor: Division Manager

Revision: March 2026

Purpose of Position

The Program Coordinator is responsible for administering and coordinating all aspects of the Urban League of Broward County's College Access programs to ensure that all relevant programmatic goals and objectives are accomplished. The Program Coordinator currently manages and/or provides oversight to the following programs:

College Tour: Designed to improve academic performance of high school students enrolled in the program, strengthen achievement levels to prevent high school dropouts and retain students through their first year of college.

National Achiever Society (NAS) – Recognizes academic excellence among minority youth; rewards outstanding achievement in the areas of scholarship, leadership and service; fosters civic responsibility and increase student enrollment and successful matriculation through college.

Essential Duties and Job Responsibilities

- Organizes and implements creative, innovative programming daily that results in positive achievement for participants.
- Actively recruits and retains program participants.
- Informs participants and families of support and referral services.
- Maintains accurate and complete files for program participants as related to services and activities.
- Monitors and evaluates the accuracy of program paperwork and client files to ensure compliance with all relevant rules, regulations, and guidelines; conducts site visits of programs.
- Monitors and evaluates program components and implements a comprehensive performance management system to ensure alignment with Urban League policies, full contract compliance and utilization, and the achievement of program objectives and outcomes.
- Maintains a working understanding and knowledge of all program contracts and operational policies and procedures.
- Prepares and submits timely, accurate reports related to program and participants.
- Collates research and statistical data related to Urban League programs; evaluates programs and suggests program changes and/or development.
- Hires, trains, and evaluates staff; establishes effective working relationships and lines of communication with program staff and management team.
- Facilitates staff development through group and individual activities.
- Completes annual performance goals and performance reviews, including introductory reviews in a timely fashion for all staff.
- Assesses and resolves operational and personnel issues within written policies and procedures.
- Monitors budgets to ensure efficient use of resources; monitors financial utilization and output realization for each program contract.
- Maintains positive relationships with all funding source representatives; responds to inquiries timely and accurately; attends meetings of funding sources.

- Provides coordination and acts as a liaison to governmental agencies, community-based organizations, contractors, educational institutions, and employers to further the goals of the Urban League.
- Disseminates information to groups and individuals to promote increased awareness of the Urban League and its programs.
- Informs the Division Manager about all matters of importance and concern regarding programs.
- Responsible for all administrative and management activities related to implementing programs.
- Actively participates in ULBC special event committees and projects.
- Performs other duties as assigned.

Job Specifications and Requirements

- Bachelor's Degree required in the field of social work, education, counseling, public administration, or related human service field.
- At least three years of job-related experience
- At minimum three years of experience in administration and staff supervision.
- At minimum, 2 years of direct service case management experience
- Ability to coach and train staff as well as identify skill gaps.
- Detailed knowledge and experience in case management and documentation.
- Willing to work some evenings and weekends.
- Ability to express ideas clearly in both written and oral communications.
- Proficient in time management to complete all tasks in a timely manner.
- Ability to work effectively with persons of all ages and diverse backgrounds, skills and abilities.
- Ability to carry out responsibilities with flexibility to adapt to changing needs and goals.
- Must be computer literate with familiarity utilizing client management systems.
- Must have outstanding organizational skills.
- Must have excellent presentation skills.
- Positive and team-oriented attitude

Other

- Must have a valid Florida driver's license and reliable transportation.
- Must pass a Level 2 background and drug screening.

Submit Cover Letter and Resume to:

hire@ulbcfl.org

THE URBAN LEAGUE OF BROWARD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER