

 **URBAN LEAGUE OF BROWARD COUNTY**  
**Job Vacancy Posting**

**Title:** STEM Ready Program Coordinator  
**Department/Division:** Programs/Education  
**Team:** STEM Ready  
**Supervisor:** Division Manager  
**Revision Date:** March 2026

**The Coordinator** is responsible for coordinating, implementing, and monitoring the STEM Ready Program, serving middle school and early high school youth. The Coordinator oversees program operations, partnerships, logistics, curriculum implementation, and grant compliance while also providing case management and academic support services to participants and alumni. The Coordinator should have job related experience which includes program planning, case management, and individual and group counseling.

**The STEM Ready Program** is designed to increase the interest of 6<sup>th</sup>-8<sup>th</sup> graders in the areas of science, technology, engineering and math (STEM) for possible career selection. STEM Ready utilizes the National Urban League Project Ready STEM Curriculum and FPL/NextEra curriculum, both designed to engage youth in experiential learning and strengthen academic performance in school. The STEM Ready program works with alumni of the program providing academic counseling, guidance, and encouraging their STEM career pursuit.

### **Essentials and Job Responsibilities**

- Responsible for all administrative and management activities related to implementing programs.
- Maintains a working understanding and knowledge of all program contracts and operational policies and procedures.
- Monitors and evaluates program components to ensure that contract compliance, program objectives, and outcomes are achieved.
- Maintain the accuracy of the program paperwork and client files to ensure compliance with all relevant rules, regulations, and guidelines.
- Monitor budgets to ensure efficient use of resources; monitor financial utilization and output realization for the contract.
- Provides coordination and acts as a liaison to a wide variety of groups including governmental agencies, community-based organizations, contractors, educational institutions, and employers to further the goals of the Urban League.
- Inform the Division Manager on all matters of importance and concern regarding programs, including needs, trends and issues within area of responsibility and recommend activities to address them.
- Collates research and statistical data related to Urban League programs. Evaluates programs and suggests program changes and/or development.
- Maintains positive relationships with all funding source representatives; responds to inquiries timely and accurately; attends meetings of funding sources. Prepares reports as requested to address inquiries from internal and external sources.
- Responsible for implementing a comprehensive performance management system that complies with Urban League policies and ensures 100% contract compliance and utilization.
- Actively recruits and retains program participants.
- Organizes and implements creative, innovative programming daily that results in positive achievement for participants.
- Overall responsibility for business subsection caseload of youth case management.
- Maintains accurate and complete files for program participants as related to services and activities.
- Inform participants and families of support and referral services.
- Submits timely and accurate reports and data related to program and participants.
- Actively participates in Urban League of Broward County's special event committees and projects.
- Disseminates information to groups and individuals to promote increased awareness of the Urban League and its programs.
- Perform other related duties as assigned.

### **Job Specification and Requirements**

- Bachelor's Degree required in a STEM field, counseling, social work, education or related human service field.
- At least three years of job-related experience.
- At minimum three years of experience in administration or coordination.
- At minimum, 2 years of direct service case management experience.
- 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 fulfill 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 drug screening a Level 2 background fingerprinting.

**Submit Cover Letter and Resume to:**

[hiring@ulbcfl.org](mailto:hiring@ulbcfl.org)

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