

Project Discovery Program Coordinator

Capital Area Partnership Uplifting People

Capital Area Partnership Uplifting People (CAPUP), formed in 1965, is a Community Action Agency serving the Cities of Richmond, Petersburg, and Hopewell, and the Counties of Dinwiddie and Prince George.

Project Discovery combines a nationally recognized curriculum of workshops that supports 8th-12th grade students in developing skills and an actionable plan to enter college, trade school, or full-time career-oriented vocation.

CAPUP seeks a full-time, exempt Project Discovery Coordinator. The Project Discovery Coordinator will lead, coordinate, and manage the execution of the Project Discovery program aimed at improving educational and vocational outcomes for underrepresented students in Virginia. The role involves collaborating with schools, students, community partners, and stakeholders, and ensuring the success of program objectives. The Coordinator will be responsible for fostering an inclusive environment that encourages students to develop and execute a vocational/educational plan.

Key Responsibilities

- Coordinate and implement the Project Discovery program across schools and community centers.
- Develop and maintain partnerships with local schools, universities, employers, trade schools, workforce development boards, community organizations, and additional stakeholders.
- Organize and lead workshops, college tours, mentoring sessions, and other educational activities for students.
- Track program progress and maintain accurate records of student participation, outcomes, and success metrics.
- Collaborate with local schools, community providers, and alternative educational networks to identify and recruit eligible students from underrepresented communities.
- Provide academic and career coaching to students.
- Prepare regular reports and updates for program stakeholders, including funders and school districts.
- Manage and support a team of volunteers, mentors, and interns involved in the program.
- Promote student engagement and parent involvement to enhance student success.

- Monitor the program's budget and ensure compliance with financial policies.
- Ensure the program aligns with state and federal educational regulations and standards.

Qualifications

Vocational Character

- Driven by a proactive curiosity.
- A propensity towards problem-solving that views challenges through the lens of opportunity.
- A high level of integrity and ethical standards.
- A desire to fulfill CAPUP's work to help people achieve economic mobility and self-sufficiency.

Experience

- 2+ years of experience in educational program management, student support services, or a similar role.
- A proven track record of providing coaching/mentoring support to high-school students.

Skills

- Strong understanding of college and trade school access programs, financial aid processes, and educational resources.
- Excellent communication, leadership, and organizational skills.
- Ability to collaborate with diverse groups, including educators, parents, students, and community partners.
- Knowledge of Virginia's education system and higher education landscape is a plus.
- Proficiency in Microsoft Office and client database software.

Working Conditions

- Full-time position based in Richmond with frequent travel to schools and community centers within the state.
- Occasional evening and weekend work to accommodate student and community events.

Salary

The starting salary for CAPUP's Project Discovery Coordinator is \$47,000-\$50,000. CAPUP provides access to a competitive benefits package to all full-time employees.

Application Process

To apply, please submit a resume and cover letter to career@capup.org . In your cover letter, please summarize how you meet the qualifications listed in this job description. This posting will remain open until the position is filled.

Equal Opportunity

CAPUP is an equal opportunity employer. All hiring and advancement decisions are based on merit, not on factors like race, sex, age, religion, disability, national origin, or socioeconomic class

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