



Title: Program Coordinator, High School University (HSU) Program

Reports to: Social Worker, College and Career Readiness

FLSA Status: Non-Exempt

Employment Status: Part-time

Hourly Rate: \$18.00 - \$20.00 and up to 12 work hours per week

Work Location: Saturdays in-person at Carlow University; weekday virtual tutoring coordination; weekly team meetings (virtual/in-person as scheduled)

- September 8 – November 7, 2025, 10:00 am – 2:30 pm
- Virtual Sessions: Tuesday & Wednesday, 5:30 pm – 6:30 pm

Saturday Course Dates:

- Fall 2025: September 13 – October 25, 2025
- Spring 2025: January 31 - March 21, 2026

Cover Letter & Resume: Submit to careers@neighborhoodlearning.org

Questions: Send questions to careers@neighborhoodlearning.org

Offer Conditions:

Hiring: Dependent on FBI, Child Abuse, Criminal Background, and mandated reporter training (The cost for clearances is covered by the organization)

High School U Program: <https://neighborhoodlearning.org/school-year-high-school-u/>

Program Overview

The High School University (HSU) program is designed to address systemic challenges for low-income students and students of color accessing college level courses and career work related experiences while in high school and monitoring students through their second year of college. The HSU programs provide high school students in the Pittsburgh region the opportunity to earn free college credits, participate in work related experiences, and receive college and career readiness support.

Under the supervision of the Social Worker, the HSU Coordinator will oversee Saturday programming at Carlow University, manage weekday virtual tutoring sessions, and ensure smooth coordination between program staff, providers, and families. This role is designed to support student learning and engagement by maintaining program quality, facilitating communication, and providing consistent oversight.

Our work culture is collaborative, student-centered, and community forward. Neighborhood Learning Alliance is looking for a candidate that can teach multiple learning styles, possesses a growth mindset, effectively manages schedules, inspires students, and has a strong grasp of subject matter.

Essential Functions:

Program Oversight & Coordination

- Supervise and support Saturday academic programming at Carlow University.



5429 Penn Avenue, Pittsburgh, PA 15206
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- Manage scheduling, communication, and troubleshooting for virtual tutoring sessions during the week.
- Ensure program providers have the necessary resources, schedules, and information to deliver services effectively.
- Track student participation and follow up with families as needed.

Collaboration & Communication

- Attend and actively participate in weekly staff meetings (virtual/in-person).
- Serve as liaison between Carlow University staff, program providers, tutors, and NLA leadership.
- Provide timely updates on program operations, challenges, and student engagement.

Administrative & Reporting

- Maintain accurate attendance and program records.
- Submit weekly reports on student participation, tutoring sessions, and provider updates.
- Assist with evaluation of program effectiveness and contribute to improvement strategies.

Qualifications:

- Strong verbal and written communication skills to clearly explain challenging concepts, provide instructions, and deliver feedback
- Experience in youth development, tutoring coordination, or program management.
- Strong organizational and time-management skills.
- Proficiency with Microsoft Office/Google Workspace and virtual platforms (Zoom, Google Meet, etc.).
- Excellent communication skills with students, families, and providers.
- Ability to work independently while collaborating with a team.
- Ability to take supervision and correction constructively
- Ability to troubleshoot and problem solve
- Have reliable transportation or able to access college campus

Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

The organization is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.



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