

Program Operations & Recruitment Coordinator

Overview

The Program Operations & Recruitment Coordinator plays a critical role in supporting Achieve Miami's recruitment, enrollment, operational, and logistical efforts across multiple programs. This position is responsible for recruiting volunteers and participants, building relationships with school and community partners, maintaining program records, and coordinating the distribution of supplies and materials across Achieve sites. The ideal candidate is highly organized, relationship-oriented, detail-focused, and comfortable balancing community engagement with administrative and operational responsibilities.

Responsibilities

Program Operations & Logistics

- Prepare, organize, and transport program supplies, materials, and equipment for all Achieve Miami elementary programs (Achieve Music, Achieve SPARK, Achieve Summer), special events, field trips, and community events.
- Conduct inventory records, communicate supply needs and shortages to program directors, and help maintain storage and office spaces.
- Ensure sites receive supplies on time and confirm delivery of requested materials.
- Support site staff with operational needs and troubleshooting related to supplies, materials, and program resources.
- Assist with setup and breakdown for major Achieve events and program activities as needed.
- Attend Achieve SPARK programming at least once per month
- Attend Achieve Miami programs and events as needed to support operations, logistics, recruitment, and participant engagement.

Recruitment & Communications

- Support the planning and execution of recruitment activities, including school visits, classroom presentations, tabling events, family information sessions, community events, and program orientations.
- Conduct outreach and follow-up with prospective volunteers and families to support enrollment, registration completion, and ongoing engagement.
- Maintain accurate recruitment, enrollment, and communication records across Achieve Miami programs.
- Assist with volunteer recruitment efforts by identifying, engaging, and onboarding high school and community volunteers.
- Support recruitment efforts by building relationships with schools, community organizations, and local stakeholders to increase program participation.
- Collaborate with program staff to ensure recruitment, enrollment, and communication efforts align with organizational goals and program needs.

Administrative Support

- Attend team meetings and document action items as needed.
- Assist with scheduling meetings, outreach visits, and recruitment presentations.
- Support special projects and organizational initiatives assigned by the program director.
- Assist with making photocopies as needed.

Qualifications

Required

- Valid Driver's License
- MDCPS and DCF Background Clearance
- 1–2 years of administrative or program coordination experience (can include internships or part-time roles)
- Strong attention to detail and organizational skills
- Strong communication skills and customer service mindset
- Commitment to Achieve Miami's mission of expanding access to high-quality teachers
- Ability to manage multiple tasks and deadlines in a fast-paced environment

Strongly preferred

- Multilingual (English/Spanish or English/Creole)
- Experience working in schools, nonprofits, or youth programs
- Interest in growing within the education or nonprofit field

Additional Information

- This is a part-time role with an hourly rate of \$25, up to a maximum of 15 hrs per week.
- Flexible Schedule: Hours may vary based on recruitment cycles, program needs, outreach activities, and special events.
- In-Person Collaboration: Required to work from the Achieve Miami office one to two times per week.
- Evening & Weekend Availability: Occasional evenings and weekends may be required to support recruitment events, community outreach, program operations, and organizational initiatives.
- Local Travel: 75% of travel throughout Miami-Dade County is required to support recruitment, supply deliveries, site visits, and program activities during peak times.
- Recruitment will take place in the following regions:
 - Central (Allapattah, Liberty City, Little Havana)
 - North (Little Haiti, Overtown, Miami Gardens)
 - South (Cutler Ridge, South Dade, Homestead)



Start Date: August 4, 2026

Please submit a resume and cover letter

Hiring Manager

This role reports to Samantha Bloomfield, Senior Program Manager at Achieve Miami. Please reach out with any questions (samantha@achievemiami.org or 516-509-6532).

About Achieve Miami

At Achieve Miami, we believe in the potential of every child. Together with partners from public and private schools, Achieve Miami designs and manages programs that extend learning opportunities for students, teachers, and educators through programs like Achieve SPARK, Achieve Summer, Achieve Scholars, Achieve Club, Achieve Alumni, and Achieve Music.