



Now Hiring: Program Coordinator

The Opportunity

As Program Coordinator of the Humboldt Promise Scholarship, you'll manage day-to-day operations, financials, program compliance, and community outreach—all with a focus on maximizing student outcomes by helping more Humboldt students pursue education or training after high school. Based in the high school, you'll serve as the main point of contact for student engagement with the program and provide regular updates to the Works Family Foundation board. This role also supports the larger goals of maintaining strong enrollment at USD 258 and contributing to a bolder, more vibrant Humboldt community.

What We're Looking For

- A love of learning and a commitment to student success
- Experience running programs or juggling multiple projects with strong organizational skills
- A respected presence in the community with integrity and discretion
- Strong communication skills—comfortable speaking one-on-one and to groups
- Confidence working with numbers—budgeting, spreadsheets, and financial details
- Good judgment and strong decision-making skills
- A team player who builds relationships and enjoys working with others

What You'll Be Doing

- Work in the school to support students' future plans—help connect them with career and college opportunities
- Lead student and parent informational sessions starting in middle school
- Track student progress and coach them to meet scholarship requirements
- Calculate individual scholarship awards and process payments to post-secondary schools
- Coordinate community service opportunities between students and local organizations
- Monitor college GPAs to ensure students stay eligible for continued support
- Serve as the point person for media inquiries and help promote the program publicly
- Organize quarterly Foundation board meetings and prepare meeting minutes
- Keep the program website up to date

Additional details on salary, benefits and the application process will be added soon.