



Position Open: Program Coordinator

- Chicago; Work remote from home and/or in-person at one of our tutoring locations. Potential in-person opportunities are located in the following Chicago Neighborhoods: Uptown, Lincoln Park, Englewood, Chatham, Humboldt Park, Logan Square, Pilsen, and Lawndale.
- Part Time; non-exempt; 6-12 hours/week during the 2026-2027 school year
- Approximately \$18-22/hr depending on experience, skills, and education
- Holidays: Tutoring Chicago is closed based on the holidays that CPS uses for closures; however, some of these holidays will be working days for staff depending on the amount of work to be done. This position will not work on these organizational days off.
- Sick Pay: The Paid Leave and Paid Sick Leave ordinance mandates that all Chicago businesses provide paid leave and paid sick leave to employees. Any employee who works at least 80 hours for an employer in Chicago within any 120-day period is covered by the ordinance and is eligible for paid leave and paid sick leave. Employees begin to accrue paid leave and paid sick leave on the first calendar day after they begin their employment. For every 35 hours worked, employees accrue one hour of paid leave and one hour of paid sick leave.
- 403B Retirement Plan: Employees are automatically enrolled in a 403b retirement plan with a 6% payroll deduction each paycheck that contributes to the plan. They may reduce or increase this percentage at any time and adjust their investment portfolio per plan regulations. They will be eligible for an annual matching contribution from Tutoring Chicago once they reach 1,000 accumulated hours within a 12-month period and are employed on May 31st of that calendar year.
- The ideal candidate will be available to start weekly work by September 7th, 2026 with some training availability beginning in late August.

Background: Tutoring Chicago is a 501(c)(3) non-profit organization that delivers the power of education through one-to-one tutoring. Since 1965 the organization has provided free one-to-one tutoring with the help of hundreds of volunteers each week. During the 2025-2026 program year, Tutoring Chicago provided weekly tutoring to 1462 students with the support of volunteer tutors.



Role Summary: The program coordinator will support the facilitation of tutoring sessions on a combination of Monday, Tuesday and Wednesday evenings. They work under the direction and in collaboration with the Program Manager, independently managing sessions, and providing support and guidance to the students and volunteer tutors. As needed, the program coordinator may also support the Program Manager with constituency management and other projects. Tutoring operations will be conducted both in-person at one of our locations and digitally via hosted Zoom sessions during the 2026-2027 school year. We will be hiring program coordinators for both in-person and virtual tutoring. There may also be an option to coordinate both in-person and virtual tutoring depending on the needs of the organization and your availability.

Must-Haves:

If working remotely:

- Experienced familiarity with technology tools such as Zoom, Google Suite; willingness and ability to learn additional technology skills and tools.
- Weekly availability on a combination of Monday, Tuesday and Wednesday evenings from at least 5:30-7:45pm. Additional hours each week for outreach, constituency management, and projects as guided.
- Experience working with students in elementary, middle, or high school.
- Reliable internet access from home or a remote location.
- Quiet and consistent location from which to facilitate tutoring sessions via Zoom.

If working at our in-person locations

- Weekly availability on a combination of Monday, Tuesday and Wednesday evenings from 4:30-8:00pm. Additional hours each week for outreach, constituency management, and projects as guided by the Program Manager.
- Ability to travel to your assigned location consistently. Locations are in the following Chicago neighborhoods: Uptown, Lincoln Park, Englewood, Chatham, Humboldt Park, Logan Square, Pilsen, and Lawndale.
- Experience working with students in elementary, middle, or high school.



- Comfortable managing a group of volunteers and students on a weekly basis in-person and occasionally supporting a Zoom tutoring session if needed.
- Effective communication and organization skills

Preferred:

- Fluent in Spanish
- Teaching or tutoring experience
- Bachelor's degree
- Experience managing volunteers and/or adults

Apply: Submit your resume to hiring@tutoringchicago.org.