

Vision To Learn (VTL) Metro New Jersey Program Coordinator (PC)

About Vision To Learn:

Vision To Learn is the largest school-based vision care nonprofit in the country. VTL exists to address one basic premise – if you can't see, you can't learn. Vision To Learn provides free eye exams and free glasses to students in underserved communities to help them succeed in school and in life. Founded in Los Angeles in 2012, Vision To Learn has since expanded to schools across the country. Vision care is critical as 80% of all learning during a child's first 12 years is visual, we work to solve the problem of lack of access by partnering with school districts to provide eye exams and glasses at no charge to families. We have provided over 2 million vision screenings, 476,000 eye exams and 388,000 new, prescription glasses in the last decade.

Who We Are:

We are friendly, high energy, knowledgeable, and detail-oriented professionals committed to Vision To Learn's mission. We approach our work with a value system of service excellence, empathy, integrity, open communication, empowerment, and an eagerness to help the communities we serve.

Position Summary:

The Program Coordinator ensures a smooth implementation of Vision To Learn's program for schools and community based organizations – working closely with school staff and community partners. The Program Coordinator reports to the Program Manager and works closely with other VTL operations team members. Field work and travel are required when conducting screenings at the site.

A successful candidate will be detail-oriented, passionate, self-motivated, proactive, a quick-thinker, flexible, and able to pivot when necessary. This is a fast moving position and requires someone who is can juggle multiple tasks at one time, exercise good judgement, and someone who possesses superb communication skills.

Specific Responsibilities:

- Work with site designee to schedule vision screenings and exams for school districts and other organizations across the county
- Develop and maintain relationships with schools and community partners.
- Explain protocols and procedures to site designee
- Maximize program effectiveness through strategic coordination and understanding of schools' calendars
- Coordinate necessary logistics for successful screening and mobile clinic visits – which consist of identifying open vacancies for screenings, distributing and collecting consent

form and other program material, identifying vehicle parking/electric access location at designated site, amongst other logistical requirements

- Regularly travel to schools' sites to support field staff, conduct vision screenings and communicate with schools and school partners, and troubleshoot issues as needed
- Maintain all relevant programmatic data points – including EMR system, tracking spreadsheets and scheduling using Basecamp
- Assist with administrative functions as needed – including, but not limited to, preparing orders for replacement glasses, tracking and following through to insure delivery
- Other tasks and responsibilities may be assigned as required

Who You Are:

- A self-motivated, energetic individual that can work independently and effectively with team members
- A problem solver with a keen understanding of how logistical decisions impact others
- A great multi-tasker with the ability to work calmly and respond courteously under pressure
- Someone who is flexible and able to roll up their sleeves and move work forward
- Someone who is accurate, organized and detail-oriented
- Excellent written and verbal English communication skills
- Comfortable with balancing qualitative and quantitative information
- Ability to accept feedback and directions from colleagues and management and learn quickly
- Able to work with all levels within an organization

Qualifications:

- Bachelor's Degree required
- Proficiency using PC and Software such as Microsoft Word, Excel, basic Internet and email.
- Strong problem-solving skills – data collecting, data entry, analyzing and reporting.
- Experience working with a diverse population
- Knowledge of HIPPA Compliance a plus
- Able to lift up to 20 pounds and to exert well-paced mobility for an 8 hour shift – including standing, walking, bending, and squatting

Our normal work week is Monday through Friday

Qualified applicants should email their resumes to abrowne@visiontolearn.org, Nissa.dalal@visiontolearn.org and careers@visiontolearn.org.

News To Share

In 2022, Vision To Learn was selected by two-time Pulitzer Prize winning New York Times columnist Nicholas Kristof as a recipient of the well know [Holiday Impact Prize](#). This Prize recognizes non-profits helping children in need through outstanding, heroic work that changes communities for the better. <https://kristofimpact.org/> <http://tiny.cc/VTLKristof>

The work done by VTL has also been featured in *The Washington Post*, ESPN, PBS News Hour, countless local television pieces and newspaper articles. VTL was commended by the US Senate in a bi-partisan resolution signed by 43 Senators. In terms of evidence-based service, glasses provided by VTL have been found to have a high impact on the academic success of students by researchers at both UCLA Mattel Children's Hospital and Johns Hopkins University.

Vision To Learn is committed to a diverse staff and to a culture that holds equity as a value and a priority. VTL welcomes applicants who bring a variety of perspectives, experiences, and competencies. People of color, women, people with disabilities, and LGBTQIA+ persons are strongly encouraged to apply. VTL is an equal opportunity employer and does not discriminate based on race, creed, color, religion, ethnicity, national origin, party or political affiliation, sex, sexual orientation or gender identity, age, disability, veteran status, marital status, or any illegal or prohibited factor.

As a direct healthcare provider and to protect the health and well-being of our employees, VTL has implemented best practices for ensuring a clean and safe work environment. Employees will be asked to provide proof of COVID-19 vaccination and comply with Vision To Learn on-boarding requirements, TB, and drug test.

Job Type: Full Time

\$22-\$26/HR.

Benefits:

- Dental insurance
- Employee assistance program
- Flexible spending account
- Health insurance
- Paid time off
- Vision insurance