



Program Coordinator – Full Time

Compensation:

Commensurate with experience. Range: \$22-\$28 per hour

Join Vision To Learn and make a direct impact in your community by helping provide vision services to school-aged children in underserved communities who would otherwise go without access to care.

For more information about career opportunities and what we do, please visit our website www.visiontolearn.org

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 eye exams and glasses to students in underserved communities at no cost to them or their families 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 3.5 million vision screenings, 690,000 eye exams and 570,000 new, prescription glasses in the last decade.

Who We Are

Our growing team in Ohio has already provided more than 20,000 eye exams and nearly 17,000 pairs of glasses to students in underserved communities throughout Ohio. 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 will coordinate with key district partners, clinical staff, and members of the operations team with daily reporting, tracking, communication, and scheduling. A successful Program Coordinator can set incremental goals and accomplish them and capably handles a wide range of tasks.

On a day-to-day basis, the Program Coordinator will complete tasks with accuracy and speed and be able to think and act quickly to provide solutions/troubleshoot when issues arise. Under the supervision of the Program Manager, the Program Coordinator will lead all operations

processes for a particular region while measuring productivity via reporting and collaborating with district and school administrative staff, nurses, and principals.

Specific Responsibilities

- Work with Program Manager to outline a strategic schedule for mobile vision clinic at schools according to the relevant district calendars to maximize students served
- Effectively coordinate optometrist staff schedules according to their geography and approve timesheets
- Oversee clinic team
- Ensure staff clearances are provided to school districts in compliance with MOUs
- Work with operations department, nurses and county health officials, principals, district administrators to both proactively identify and suggest changes to the schedule and to react quickly to ever-changing needs relating to the schedule, including provider unavailability and urgent visit needs
- Coordinate operations staff to input accurate and timely data into relevant VTL systems
- Work with nurses, principals, and district administrators to collect testimonials and photos
- Help identify and coordinate partnerships for summer exam opportunities
- Assist with special event planning
- Regular travel to schools to support field staff and ensure high quality program delivery or move the mobile clinic within Southeast Ohio
- Support Program Manager by maintaining all relevant programmatic data points, including EHR system, tracking spreadsheets, and Basecamp
- Serve as bridge between Program Manager, operations staff, and districts to ensure schedule changes and updates are communicated in a timely manner
- 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
- Able to work with all levels within an organization
- 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 communication skills
- Willingness to travel within Southeast Ohio

Qualifications

- Bachelor's Degree Required
- Two or more years' experience working with schools preferred
- Skilled at Excel and in using Microsoft office suite

- Experience working with a diverse population
- Clean driver's license record and current Ohio driver's license

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 pass a Department of Justice background check/fingerprinting (LiveScan), child abuse history clearance, TB, and drug test.

Qualified applicants should send their cover letter and resume to careers@visiontolearn.org, mscaramuzzi@visiontolearn.org, Christine.Johnstone@visiontolearn.org and paul.green@visiontolearn.org.

Benefits:

Health Insurance

Vision Insurance

Paid Time Off

401(k)

Employee Assistance Program

Flexible Spending Account

Dental Insurance