

Montgomery Housing Partnership (MHP) is seeking a qualified **PROGRAM COORDINATOR** to join our growing team. We are seeking a highly motivated individual with the ability to exercise initiative and leadership.

**Who we are:** At MHP, we are dedicated to making home possible. Since 1989, MHP has been preserving and expanding access to quality affordable housing. MHP is a private nonprofit that provides more than 3,250 homes in Montgomery County, MD, and surrounding communities. We accomplish our mission by housing people, empowering families, and strengthening neighborhoods. MHP's community-based projects and programs include providing affordable rents, developing educational programs for residents to develop skills that expand their opportunities and balance their lives, and implementing neighborhood revitalization efforts in troubled communities impacted by foreclosures, economic challenges and disruptions caused by construction of mass transit projects. Learn more at [mhppartners.org](http://mhppartners.org).

**Description:** MHP seeks a Program Coordinator who will work under the supervision of the Director of Resident Services (DRS) to ensure the success and quality of the educational and human services programs offered at selected MHP properties.

**Duties will include but not be limited to:**

- Lead and oversee the Future Learners of the World (FLOW) Teen Program, Play and Learn, and Summer Camp programs, ensuring high-quality educational and enrichment experiences for all participants.
- Plan, organize, and support daily program activities aligned with learning goals and age-appropriate standards.
- Ensure students complete assigned weekly lessons using Age of Learning and Progress Learning, monitoring progress and providing guidance as needed.
- Supervise and support classroom personnel and volunteers to ensure a safe, engaging, and productive learning environment.
- Provide ongoing direction, training, and feedback to staff and volunteers to maintain program consistency and quality.
- Facilitate parent meetings to communicate program goals, student progress, expectations, and upcoming activities.
- Recruit new students through outreach, information sessions, and collaboration with families and community partners.
- Collect and maintain student report cards and related academic documentation.
- Enter and maintain accurate student attendance records.
- Submit required monthly reports, including enrollment, attendance, program outcomes, and budget updates.

- Manage a monthly allowance for program supplies and snacks, ensuring responsible budgeting and timely purchasing.
- Coordinate and plan educational field trips, including logistics, permissions, transportation, and supervision.
- Work collaboratively with partners and vendors to support programming needs, enrichment activities, and special events.
- Attend MHP meetings and staff events as required. Collaborate with cross-functional MHP-teams as needed to support program goals and student services.
- Complete other duties and tasks as assigned to support overall program operations and organizational goals.

**Education/experience requirements:**

- Bachelor's degree with 3+ years experience in one of the following areas: social work, family development, early childhood education, community building, development or other area with transferable skills preferred.
- Experience working closely with people of diverse backgrounds and populations at risk.
- Strong oral and written communication skills. Strong computer skills.
- Bilingual Spanish/English required.

**Job Type:** Full-time; Hybrid - 4 days/week in-office, 1 day/week remote. Requires flexibility to work some evenings and weekends at events.

**Compensation:** Salary will be based on relevant experience, range \$50,000-\$63,000, annual equivalent. MHP offers a competitive benefits package including healthcare programs, flexible spending accounts, 403(b) retirement match, and paid time off.

**Application Process:** To apply, please submit your resume, and cover letter with salary requirements, to: [MHPrecruitment@mhpartners.org](mailto:MHPrecruitment@mhpartners.org). Please include the job title "**PROGRAM COORDINATOR**" in the subject line of your email. Application review will begin April 27, 2026.