Date: November 2025
Job Title: ToolBank Academy - Program Coordinator
Position Type: Full-time
Reports to: Executive Director

Position Summary/Objective:
The **ToolBank Academy Program Coordinator** will oversee the Cincinnati ToolBank's newly established Training Center, and the launch and implementation of the ToolBank Academy, a nine-month youth leadership and workforce development initiative that empowers high school students to design and execute community revitalization projects. This position ensures seamless coordination between schools, the community, and corporate partners while managing program logistics, budget, evaluation, and impact reporting.

The Program Coordinator will serve as a liaison between Cincinnati ToolBank, partner schools, community-based organizations, volunteers, corporate partners and funders—ensuring that each program cycle and training center rental is impactful, well-documented, and aligned with ToolBank's mission and standards.

Job Duties – Training Center

- Oversee all aspects of training center programs and bookings.
- Ensure clear and consistent communication for all applicable partners and participates.
- Communicate and collaborate with other staff to ensure all operations related to Training Center activities are executed symbiotically with the Tool Lending Program, Communications and Outreach, and Administration.
- Maintain record of program activities and rentals of the Training Center.
- Develop and manage annual program timelines, budgets, and evaluation plans.
- Participate in Cincinnati ToolBank annual events, collaborating with other staff to coordinate and execute operations.
- Ensure the Training Center and all ToolBank spaces are always maintained and orderly to promote a safe and clean environment for guests.

ToolBank Academy Program Leadership & Implementation

- Oversee all phases of the ToolBank Academy's nine-month program, orientation, delivery, project planning, and culminating community activation events.
- Facilitate or coordinate partner participation for instruction of all learning modules.
- Coordinate logistics for hands-on learning experiences and guest speakers from partner organizations.
- Manage program, communications, and operations.

Partnership & Stakeholder Engagement

- Serve as the primary point of contact for program partners and participants.
- Cultivate relationships with educational, nonprofit, and corporate stakeholders to strengthen the ToolBank Academy's network.
- Oversee collaboration with contractors and mentors involved in container design, construction, and Mini-ToolBank installation.

To Apply: Send a cover letter and résumé to **kat.pepmeyer@toolbank.org** with "ToolBank Academy Application" in the subject line. Applications will be reviewed on a rolling basis until the position is filled.

Youth Development & Supervision

- Oversee participating students, ensuring a safe, inclusive, and growth-oriented environment.
- Support youth-led project design, budget development, and presentation skills.
- Ensure program activities align with educational credit, credentialing, and workforce-readiness goals (e.g., CPR/First Aid certifications).
- Program Evaluation & Reporting
- Track and evaluate participant progress, program outcomes, and community impact metrics.
- Manage data collection for funders and stakeholders, including attendance, volunteer engagement, and community impact reports.
- Develop presentations, grant reports, and storytelling content showcasing program outcomes.

Qualifications

- 3–5 years of experience managing youth, workforce, or community engagement programs.
- Strong project management, organizational, and facilitation skills.
- Demonstrated ability to coordinate multi-sector partnerships (government, schools, corporate, nonprofit).
- Experience with budgeting and data reporting.
- Familiarity with Salesforce, Microsoft Office Suite, and project management tools preferred.
- Ability to lift and transport materials for events and occasional hands-on project participation.

Desired Attributes

Passion for youth empowerment, civic engagement, and equitable community development. Creative problem-solver who thrives in collaborative environments. Strong interpersonal communication, writing, and public speaking skills. Commitment to ToolBank's mission and values of community collaboration and environmental stewardship.

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