



Jasmine Carter

Education Program Coordinator | Youth Programs, Curriculum & Community Partnerships

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1,500

STUDENTS SERVED YEARLY

+45%

ENROLLMENT GROWTH

92%

PARTICIPANT RETENTION

\$620K

BUDGET MANAGED

SUMMARY

Education Program Coordinator with 3.5 years of experience managing after-school and community learning programs for K-12 students at a nonprofit serving 1,500 youth annually. Increased program enrollment by 45%, managed a \$620K budget and 4 grant-funded initiatives, and achieved 92% participant retention. Skilled in curriculum development, program evaluation, grant reporting, staff training, and partnership building.

SKILLS

Program Management: Program Planning & Implementation, Curriculum Development, Budget Management, Grant Writing & Reporting, Program Evaluation, Logic Models, Compliance & Contract Management

People & Partnerships: Staff Recruiting & Training, Volunteer Management, School & Community Partnerships, Family Engagement, Event Planning, Public Speaking

Tools: Salesforce NPSP, Google Workspace, Microsoft Office, Asana, Canva, Qualtrics, Excel (Data Analysis), Zoom

EXPERIENCE

Education Program Coordinator

Jun 2023 – Present

Peachtree Youth Learning Network — Atlanta, GA

- Coordinate after-school and summer learning at 8 school and community sites serving 1,500 students annually; grew enrollment by 45%.
- Manage a \$620K program budget and 4 grant-funded initiatives; delivered all reports on time with 100% funder compliance.
- Achieved 92% participant retention and raised average reading assessment gains by 1.2 grade levels across participants.
- Recruit, train, and supervise 35 staff and 60 volunteers; created a training curriculum that raised staff satisfaction to 4.6 out of 5.
- Built partnerships with 12 schools and 6 community organizations, bringing in \$85K in in-kind resources.

Program Assistant

Jul 2022 – May 2023

Atlanta Community Education Alliance — Atlanta, GA

- Supported daily operations for 5 youth programs, managing enrollment records for 600+ participants in Salesforce.
- Developed STEM and literacy lesson plans used at 3 sites and observed by site leads for quality.
- Collected survey data from 400 families; presented findings that informed the next year's program design.
- Organized 6 family engagement events with an average attendance of 150.

SELECTED ACHIEVEMENT

Wrote and co-authored a \$180K state education grant that was funded in its first submission, launching a new tutoring program for 300 students.

EDUCATION

Master of Education in Curriculum & Instruction

Georgia State University — Atlanta, GA

2022 | GPA 3.8

Bachelor of Arts in Sociology

Spelman College — Atlanta, GA

2020

CERTIFICATIONS

- Grant Professional Certificate, Candid / Foundation Center
- Youth Program Quality Assessment (YPQA) Trained
- CPR / First Aid, Mandated Reporter Training