MA

MICHAEL ANDERSON

PROGRAM DEVELOPMENT SPECIALIST

CONTACT

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SKILLS

- non-profit management
- community engagement
- program evaluation
- volunteer coordination
- outreach strategies
- educational technology

LANGUAGES

- English
- Spanish
- French

EDUCATION

BACHELOR OF ARTS IN SOCIOLOGY, COMMUNITY COLLEGE, 2015

ACHIEVEMENTS

- Achieved a 50% increase in program enrollment within the first year of operation.
- Recognized for excellence in program delivery with a local award.
- Successfully developed a summer camp program that served over 200 youth.

PROFILE

Proficient Youth Education Program Coordinator with a strong background in non-profit management and community engagement. Extensive experience in designing educational programs that cater to the unique needs of at-risk youth. Demonstrated ability to foster partnerships with local organizations, governmental agencies, and educational institutions to enhance program reach and effectiveness. Skilled in utilizing technology to optimize learning experiences and promote youth development.

EXPERIENCE

PROGRAM DEVELOPMENT SPECIALIST

Youth Empowerment Network

2016 - Present

- Led the development of innovative educational programs that increased engagement by 35%.
- Conducted needs assessments to tailor programs to community requirements.
- Coordinated volunteer training to ensure effective program delivery.
- Developed promotional materials to raise awareness and attract participants.
- Monitored program outcomes and prepared reports for stakeholders.
- Implemented feedback mechanisms to continuously improve program offerings.

EDUCATIONAL PROGRAM ASSISTANT

Local Community Center

2014 - 2016

- Assisted in the planning and execution of educational workshops for youth.
- Maintained participant records and tracked program metrics for evaluation.
- Facilitated communication between participants and program coordinators.
- Supported fundraising initiatives to secure additional program funding.
- Organized community outreach efforts to increase program visibility.
- Contributed to the development of online resources for remote learning.