

***Position Description: E3 Alliance Project Coordinator***

***Classification: Part- time Professional***

***Direct Supervisor: E3 Alliance Chief Transformation Officer***

## **Purpose.**

E3 Alliance seeks a part- time (~25 hours per week) Project Coordinator to support the E3 Alliance Transformation Services team. The Project Coordinator reports to the Chief Transformation Officer (CTO) and will support both the CTO and the Transformation Services team. He/she will be responsible for coordinating the planning and execution of multiple projects/events with external clients including project contractual documents, sponsorships, budgets, logistics, deliverables and communications. This role is an excellent opportunity for an individual who possesses strong organizational and project management experience. Additionally, this role provides many opportunities to hone professional skills, build knowledge, and gain unique perspectives by working alongside ambitious colleagues and dynamic senior leaders.

The Project Coordinator role requires exceptional attention to detail, as well as an ability to create systems and document best practices to ensure that we are constantly learning, improving, and developing ways to work more efficiently. The Project Coordinator needs to exercise strong judgment in responding to questions, troubleshooting problems, and flagging issues for other team members. To be successful, the Project Coordinator will need to build and maintain strong relationships with a variety of stakeholders, including other staff at E3 Alliance, our school district partners, and other partner organizations.

This is a part-time role that allows some schedule flexibility and may be filled as a subcontractor or hourly employee basis.

## **Primary Duties and Responsibilities**

The Project Coordinator performs a wide range of duties including, but not limited to, the following:

- Coordinate project management activities, resources/materials, equipment and information
- Coordinate and manage Transformation Services events
- Liaise with clients to identify and define dates, requirements, logistics, etc. for events, workshops, and trainings
- Assign tasks to internal team members and contractors and assist with schedule management
- Proactively communicate project tasks and due dates
- Make sure that clients' needs are met as projects evolve
- Help prepare budgets and solicit sponsors for events
- Monitor project progress and handle issues that arise
- Act as the point of contact and communicate project status to all participants
- Create and maintain comprehensive project documentation, plans and reports

The Project Coordinator will be responsible for and support as necessary other critical Project activities:

- Tracking of time for E3 billing and accounting
- Tracking of time and expenses, budget to actual reporting and monitoring of contractual activities, as well as acting as overall fiscal manager for the projects following direction from the E3 COO;

***Position Description: E3 Alliance Project Coordinator***

- Supporting Transformation Services ongoing marketing and outreach activities across Texas;
- Progress reporting on implementation and financial performance to investors and stakeholders at regularly scheduled intervals; and,
- Protecting and branding intellectual property, work products, methods and approaches to support further implementation of the model.

## **Performance Expectations and Review**

Performance reviews will be conducted annually. Areas of evaluation may include but will not be limited to:

- Success in carrying out duties as required by above job description
- Initiative in taking on new responsibilities
- Willingness to work as a strong team member
- Ability to take guidance and supervision
- Compliance with E3 Alliance Policies and Procedures

## **Minimum Qualifications:**

- Bachelor's degree required
- Demonstrated interest or experience in improving educational outcomes for students
- Exceptional organizational skills and attention to detail
- Ability to draft effective, streamlined, and error-free communications
- Experience coordinating multiple projects with diverse stakeholders and tight deadlines
- Strong relationship-building skills with internal and external stakeholders
- Ability to take direction and complete tasks independently
- Strong creativity and ability to implement innovative ideas to improve process management
- High proficiency in Microsoft Outlook, Excel, PowerPoint, Word, Google Drive and Project Management tools

## **Preferred Qualifications:**

- Experience with Customer Relationship Management software (e.g., DonorPerfect, Pipedrive)
- Experience in Education
- Experience with Time Tracking software (e.g., Harvest, Toggl or similar)
- Experience supporting a senior leader
- Work experience in a fast-paced, mission-driven work environment