

Position Description: E3 Alliance Project Coordinator

Classification: Full time Professional

Direct Supervisor: E3 Alliance Senior Director of Impact

Purpose.

E3 Alliance seeks a full time Project Coordinator to support the E3 Alliance Collective Impact team. This is a new role that will report to the Senior Director of Impact and supports the Collective Impact team. S/he should have a strong background in education and have experience working in a school/school district setting. The project coordinator will be responsible for coordinating the planning and execution of multiple projects/events with our campus partners including school improvement networks, project contractual documents, budgets, logistics, deliverables and communications. This role is an excellent opportunity for an individual who is passionate about advancing equity in education through collaborative improvement and 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 and higher education partners, and other partner organizations.

Primary Duties and Responsibilities

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

- Coordinate and manage regional school improvement networks and other collective impact events
- Coordinate project management activities, resources/materials, equipment and information
- Manage grant activities and deliverables
- Liaise with partners 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 partners' needs are met as projects evolve
- 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
- Other projects and activities as prioritized by collective impact team

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

- Tracking of school improvement network activities, strategies, and deliverables
- Progress reporting on implementation of school improvement network activities, collective impact initiatives and strategies

Position Description: E3 Alliance Project Coordinator

- Tracking of 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

Minimum Qualifications:

- A Bachelor's Degree in Education or related field
- Experience in working in education delivery and/or administration, preferably in Central Texas
- Knowledge of practices and theory specific to education practice, specifically, improvement science focused on advancing equity in education
- 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
- Ability to initiate and manage projects, balance competing priorities, and plan and conduct efficient meetings
- High proficiency in Microsoft Outlook, Excel, PowerPoint, Word, Google Drive and Project Management tools

Preferred Qualifications:

- Master's Degree or equivalent preferred
- Established relationships with key partners, including school districts and education experts in Central Texas desired
- Experience supporting a senior leader
- Experience in using data to drive decision-making
- Work experience in a fast-paced, mission-driven work environment

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
- Alignment with E3 Alliance Core Values and "Best At's"
- Ability to take guidance and supervision
- Compliance with E3 Alliance Policies and Procedures