

Position Description: E3 Alliance Collective Impact Associate

Classification: Full Time, Non-Exempt

Direct Supervisor(s): Senior Director of Community Solutions & Senior Director of Impact

The Collective Impact Associate will serve as an important member of E3 Alliance Collective Impact team by coordinating and managing in the areas of event planning, grant budget tracking, and project planning. The Associate will be responsible for supporting the Senior Director of Community Solutions and Senior Director of Impact in the areas of committee meeting scheduling, facilitation of internal planning meetings; preparation of presentations and grant reports, and providing support for E3 events.

This role must be experienced in using common office productivity applications including Microsoft Outlook Email and Calendar, Excel, Word, PowerPoint, Office 365 and Google Drive or similar applications. He/she must be adaptable and able to work in a fast-paced environment where staff may be working in one of two offices or remotely offsite. He/she must be able to collaborate, work with a sense of purpose and teamwork on a wide variety of activities in support of the Collective Impact team and E3 Alliance. He/she must be able to take direction, work independently, and be resourceful in learning new things, performing job responsibilities and problem-solving. This role will dual-report to the Senior Director of Community Solutions and the Senior Director of Impact and will work closely with the E3 Alliance Executive Assistant and other staff.

At E3 Alliance we value both the effectiveness of remote work and the importance of in-person collaboration. E3 Alliance offers the flexibility to staff of working remotely or in an office with the understanding that some in-person meetings will be required.

E3 Alliance is a data-driven education collaborative based in Austin, Texas. Our mission is to “transform education systems through data and collaboration so all students succeed.” Founded in 2006, E3 Alliance is a nationally-recognized, non-profit, data-driven collective impact organization of education stakeholders, including 15 Independent School Districts, eight Institutions of Higher Education, and more than 200 community/industry partners working together to advance our regional education strategic plan, “The Blueprint for Education Change™”. Read more about E3 Alliance on our website <https://e3alliance.org>

Our Core Values: Collaboration | Data-driven | Equity | Learning | Relentless

E3 Alliance is an equal opportunity employer, and has a Best Place for Working Parents 2022 designation.

Primary Duties and Responsibilities

This role will perform a wide range of duties including, but not limited to, the following:

Professional Support

1. Organize and align schedules, calendars, and appointments for Collective Impact Team Leaders which may include meetings, events and arrangements associated with such, including preparing agendas, minutes, equipment, location, information packets and follow up action items.
2. Maintain tracking system for Collect Impact Team that includes partner points of contact for specific work, execution of memorandums of understanding, and work that involves expanding on our current initiative tracking system.
3. Support the Collective Impact Team including, but not limited to: arranging team meetings, conference calls, scheduling meetings/coordinating calendars among multiple staff members, reserving rooms required for meetings, coordination with ACC copy center, printing/assembling documents for meetings, purchasing and organizing supplies, meeting notes and distribution and travel arrangements.
4. Work with the Executive Assistant to maintain office supplies. Independently monitor supplies

levels; prepare and fulfill orders, and stock office supplies cabinets. Processes special orders from staff.

5. Track and work with Collect Impact Supervisors to approve professional development opportunities for Collect Impact Team.
6. Maintain purchasing records, including invoices and receipts. Complete Credit Card Reconciliation Reports, and assist Collective Impact team with monthly expense reports.

Meeting Planning and Event Support

1. Coordinate meeting activities involving external participants and the detailed arrangements associated with such, including, but not limited to: scheduling meeting facilities/rooms, sending timely reminders and collecting responses from participants, preparing agendas, slides, and handouts. Responsible for meeting preparation and room set up and break down, and taking notes.
2. Assist with events, including registration, event set up and break-down and other tasks as needed.

Project Management and Special Projects

1. Create and maintain project plans as needed for Collective Impact activities. Follow up with team on task status and communicate and status of work on a regular basis.
2. Lead and/or participate in cross-functional taskforces, workgroups, implementation teams contributing time, knowledge, opinions and share in performing the work.
3. Maintain Collective Impact team data for reporting organizational performance metrics. Update Objectives Dashboard.

Grant Support

1. Ensure visibility to due dates for reports using staff calendars and other reminders.
2. Gather and compile data, producing specialized reports and documents needed by the Collective Impact Team
3. Add grant codes to expenses and credit card charges to assist Accounting team with ensuring correct recording to grants

Other duties as assigned.

Minimum Qualifications:

- Bachelor's degree
- 2+ years of complex calendar management
- 2+ years of project management
- Exceptional organizational skills and attention to detail
- Excellent written and oral communication skills
- Ability to take direction and complete tasks independently
- Proven ability to be a strong team member, contribute to a positive work environment and work collaboratively to achieve individual, team and organization objectives
- High proficiency in Microsoft Office Suite: Outlook, Excel, PowerPoint, Word; Office 365, Google Drive
- Cultural fit and alignment with E3's Core Values
- Commitment to Equity in Education
- Authorized to work in the US

Preferred Qualifications:

- Experience supporting a senior leader

- Strong collaboration skills with internal and external stakeholders
- Demonstrated interest or experience in improving educational outcomes for students
- Experience working in a school, school district, or college/university
- Work experience in a fast-paced, mission-driven work environment
- Bilingual is a plus

Compensation and Benefits

Austin Community College is a founding partner of E3 Alliance and through this partnership E3 utilizes ACC payroll, human resources, and benefits systems.

- Salary based on experience and expertise, as well as comparable pay for similar positions at other non-profit institutions. Pay range: \$23 - \$30/hour
- Health care and dental insurance, TRS retirement benefits, disability insurance, and other standard ACC benefits
- E3 Alliance is unable to support candidates who require sponsorship to work in the United States
- This position is grant-funded, but does not have a defined timeframe and is intended to be a full-time, ongoing position

Title and compensation will be commensurate with experience.