

**Position Description:** *E3 Alliance Coordinator of Postsecondary Transitions*  
**Classification:** *Professional – Exempt*  
**Direct Supervisor:** *Senior Director of Community Solutions*

### **Background and Purpose of Position**

E3 Alliance uses data and collaboration to change education systems so all students succeed. We are nationally recognized for our passion and success in transforming education to improve equity and student outcomes. This position's primary purpose is to be a thought partner with community stakeholders and staff to set strategic direction, working with a highly collaborative team to address disparities in postsecondary transition and success and help every student reach their potential. This is a dynamic position with responsibility for leading external and internal projects, grants, and initiatives related to identifying and removing barriers to student success within educational systems by using data and community wisdom to guide this work. In this work, there is a specific focus on impacting the systemic barriers faced by students traditionally minoritized in postsecondary systems: first-generation college-going students, Black students, Latinx students, students from low-income households, and young men of color.

[Our Core Values: Collaboration | Data-driven | Equity | Learning | Relentless](#)

### **Ideal Candidate**

We are looking for a dynamic, highly collaborative individual who can bring a unique mix of attributes:

1. The desire and passion to work with community stakeholders and education partners to deeply understand and address barriers to student success into and through higher education
2. The skills and facility to not only inspire change, but to facilitate diverse perspectives and operationalize how to make change happen
3. The ability to leverage objective data and work with others to create meaning and drive action to improve education practices, improve student equity and outcomes, and change lives
4. The ability to be a servant leader, guiding the work by bringing strategic focus to address the needs and opportunities present in our community

### **Primary Duties and Responsibilities**

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

- Develop and cultivate relationships with school districts, institutions of higher education (IHEs), community organizations, and foundation partners focused on successful postsecondary transitions to facilitate postsecondary success action strategies and objectives:
  - Conduct presentations that incorporates E3 data, research and initiatives at meetings with key leadership and stakeholders

- Design and lead symposia, training, and/or other events to effectively engage constituents around our work
- Participate and represent E3 Alliance at national conferences and within learning networks to learn, develop and reinforce E3's work
- Engage and ensure voices across our target populations are represented in the sense making and solution building of this work
- Facilitate and manage work groups, task forces, action network teams, and grants:
  - Project manage the effective rollout of grant-related deliverables tied to higher education enrollment, persistence, and completion
  - Project manage implementation of agreements with regional colleges/universities to share and release student data to achieve performance metrics
  - Collaborate with regional and statewide efforts to support the deepening of a college-going culture
  - Facilitate and support the Austin College Attainment Network (ACAN) of community groups and IHEs supporting college access and success
  - Lead collaborative transformation of a network of regional IHEs to support higher outcomes for first-generation college-goers, students from low-income households, and students of color
  - Facilitate existing and new task forces / regional teams on educational improvement around cradle-to-career content areas supporting postsecondary success
  - Provide results-based facilitation to regional cross-sector groups focused on systems change to increase student outcomes, build capacity in partners to use data to drive action, identify and curate promising practices, and advance our key strategies and policy recommendations
- Oversee and manage Blueprint student performance metrics:
  - Plan meetings and facilitate committees to drive action in improving educational outcomes for students in Central Texas
  - Manage calendar invitations, complete meeting notes, and draft action items
  - In supporting postsecondary action strategies, act as primary E3 Alliance point of collaboration, providing goal setting, measurements, an equity lens and dissemination of work
  - Manage effective use of resources (primarily time and money) to deliver most impactful results in support of the Blueprint
- Work collaboratively within your team and across the organization to coordinate efforts and evolve appropriate processes across all objectives
- Work to support equity across the organization and in the community
- Support fundraising to ensure continuity of resources required to achieve objectives
  - Provide content for grant applications
  - Draft progress reports and coordinate preparation of supporting documents
  - Manage grant budgets for the different initiatives this role will oversee

### **Required Education / Other Skills / Experience**

- Master's Degree in Education, Education Policy or related field, or comparable experience
- Minimum four years' experience in working in higher education support and/or administration, education-related nonprofit, and/or educational institutions, preferably in Central Texas
- Extensive professional experience in managing complex projects with diverse stakeholders and hard deadlines
- Ability to facilitate diverse perspectives and drive toward consensus
- Self-directed, highly organized with the ability to initiate and manage projects, balance competing priorities, multitask, and plan and conduct efficient meetings
- Strong written and oral communications skills required, including comfort in large public presentations
- Ability to build relationships and make connections with key partners and stakeholders
- Results-oriented, self-motivated to be productive and driven by sense of justice
- Experience in using data to drive decision-making
- Recognition and respect for diversity of culture and background
- Agility in working with diverse organizational cultures and leadership styles
- Team-oriented, ability to work in a close-knit, entrepreneurial environment
- Motivates and builds capacity of others to use data for planning and decision-making
- Ability to marshal resources and volunteers to support achievement of organizational objectives
- Experience with Microsoft Office suite, web presentation tools, collaboration tools, and project management software
- Authorization to work for US employer

### **Preferred Skills and Experience**

- Bilingual, Spanish
- Existing relationships with key stakeholders in the education space, specifically Central Texas

### **Compensation and Benefits**

The E3 Alliance is supported by founding partner Austin Community College, and through this partnership utilizes ACC payroll and human resource systems. Therefore, E3 Alliance staff have access to ACC compensation and benefits systems, including generous vacation and sick leave, insurance, and other benefits.

- Salary based on experience and expertise, as well as comparable pay for similar positions at other nonprofit institutions
- Health care and dental insurance, TRS retirement benefits, disability insurance, and other standard ACC benefits
- This position is grant funded