



## Job Description

### Program Coordinator

Educational Results Partnership seeks an experienced and motivated program coordinator to join our innovative team. ERP is a leading non-profit organization that provides actionable data to educators and business leaders to increase student success across the Pre-K through career pipeline. We view our goal of raising educational and economic productivity through the lens of social justice. At ERP, you will be supported and challenged to excel as part of our team of leaders in this important and growing segment of education and workforce development.

**Summary of Duties & Accountabilities:** Responsible for a wide range of administrative support tasks primarily focused on program and grant coordination.

Reporting Relationship: Executive Vice President      Hours of Work: 40 hrs/week, M - F

Positions Type: Exempt, Benefited      Annualized Compensation Range: \$45,000-55,000

### Primary Accountabilities & Essential Functions

Due to the nature of our work, the employer reserves the right to increase, decrease, or make any necessary changes to the work hour schedules.

1. Scheduling and preparing for phone calls and meetings.
2. Taking and circulating notes from phone calls and meetings.
3. Communicating with partners to gather and compile information related to ERP projects.
4. Monitoring project and grant deadlines.
5. Sending out and collecting contract documents, partner reports, and data sharing agreements.
6. Providing regular updates to client, project partners, and advisors relative to the progress of the work plan.
7. Prioritize and manage multiple projects simultaneously; follow through on issues in a timely manner.
8. Provide full support for conference and convening logistics, including attending the events to provide on-site support.
9. May assist in producing written, public-facing materials.
10. Periodic travel is required.
11. Other duties as assigned.

## **Competencies**

1. Ethical Behavior: understands ethical behavior and business practices; maintains confidentiality with data, and can handle highly sensitive and confidential materials.
2. Interpersonal Skills: establishes and maintains positive working relationships with co-workers and clients. Promotes teamwork by sharing knowledge, cooperating with others, participating in meetings and work groups, and supporting the goals and objectives of the organization. Possesses very strong interpersonal skills and the ability to build relationships with stakeholders.
3. Effective Communication: speaks and writes in a clear, correct and professional manner; possesses commendable active listening skills; uses appropriate and effective communication tools and techniques, including correct oral and written usage of English, grammar, spelling, punctuation, vocabulary, and composition.
4. Organizational Focus: anticipates, understands, and responds to the needs of the organization; applies knowledge of the unique issues of each initiative; meets or exceeds expectations within our organization's parameters.
5. Independent Thinking and Initiative: assesses situations to determine the importance, urgency, and risks, and makes clear decisions which are timely and in the best interests of the organization. Identifies opportunities and acts accordingly; possesses a strong work ethic and passion for our non-profit mission.
6. Good Judgment: uses independent judgment and decision-making to organize work and establish priorities.
7. Problem Solving: possesses well-developed analytical and problem solving skills. Assesses problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.
8. Adaptability and Flexibility: adapts to changing circumstances and environments, and embraces new ideas; handles multiple tasks, works under pressure, and works with priorities/deadlines subject to frequent change.
9. Emotional Intelligence: monitors own and others' feelings and emotions to discriminate among them and to use this information to guide one's thinking and actions.

## **Knowledge, Skills, Abilities, and Qualifications**

1. A strong command of the English language, grammar, and spelling.
2. Strong knowledge of MS Office, including Word, Excel, PowerPoint and Outlook.
3. Exceptional organizational skills and ability to multi-task.
4. Flexibility and ability to adapt to changing landscape and duties.
5. Ability to develop, document, and communicate project timelines and processes in support of data science and innovation teams.
6. Experience writing grant proposals and reports is a plus.
7. A commitment to improving public education.

## **Education and Experience Requirements**

1. Associate's degree. Bachelor's degree strongly preferred.
2. Two to four years of progressive experience in an administrative position.

**Acknowledgement**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or accountabilities that are required of the employee for this job. Duties, accountabilities and activities may change at any time with or without notice.

Employee signature below constitutes employee’s understanding of the requirements, essential functions, competencies, qualification and duties of the position.

Employee Signature: \_\_\_\_\_

Date:\_\_\_\_\_