www.albanypsf.org

Job Posting
Program Coordinator
Full-time

Our Mission
The mission of the Foundation is to generate and distribute resources that enrich and enhance education opportunities for all students, encourage teachers to implement innovative educational programs, and award scholarships to **Albany Public School District** students.

Our Vision
Every Student. Every Opportunity to Succeed.

Position Overview and Job Responsibilities
If you are excited about making a positive difference for students, this job is for you! The Program Coordinator is a new position with Albany Public Schools Foundation (APSF) and will be responsible for the coordination of all APSF K-12 grant and student assistance programs and the postsecondary mentoring and scholarship programs. The Program Coordinator reports to and works closely with the Executive Director and collaborates with staff and volunteers to implement and grow Foundation programs.

Who you are…
You are a highly organized and effective program coordinator with strong written and verbal skills. You are comfortable with utilizing software to do your job and you are able to smoothly navigate software platforms (especially Google Workspace). You have experience working in the education sector (K-12 or Postsecondary) and the ability to instill trust in stakeholders and external partners. You are a skilled communicator who engages naturally and connects with others.

You are detail-oriented in your day-to-day responsibilities and highly accountable. You act with tact and with a clear sense of ownership. You are an expert at orchestrating multiple tasks and thrive in fast-paced, constantly changing environments. You're also proactive and know when to jump-in to complete a task without prompting. You are able to pivot and keep momentum going when priorities are competing.

Above all, you are a team player and you enjoy collaborating on projects.

Primary Areas of Responsibility:

- Coordinates with staff and committees to develop the annual grant and scholarship calendar and applicant communications plan. Responsible for completing this in the first quarter of the fiscal year.
- Oversees and administers the online grant and scholarship management system.
- Reviews all awarded grants and scholarships and supports implementation for the full grant/scholarship lifecycle. This will include some coordination with the bookkeeper.
- Works collaboratively with APSF and district staff to streamline grant submission processes and systems solutions.
- Provides administrative support to programs and internal teams.
- Works closely with the Allocations Committee and assists the Committee Chair in the development of the committee meeting agenda.
- Serves as the point of contact for program related inquiries from award applicants and recipients.
- Collaborates with the scholarship committee chair and Development Director to coordinate donor meetings and assists with stewardship and cultivation.
- Works closely with the Development Director (and Grant Writer) to develop fundraising proposals that support programs.
- Responsible for developing outcome based S.M.A.R.T. goals and metrics to gauge program success and build a case for support.

Qualifications
- 3+ years experience in program or project management
- Experience building constructive and effective relationships with administrators, staff, parents, students and community.
- Superior written, verbal and interpersonal communication skills
- Evidence of collaborative planning and work
- High proficiency with both Microsoft Office Suite & Google Workspace
- Experience using Constant Contact, WordPress and donor database software is a plus
- Exhibits a high degree of professionalism, business judgment and problem-solving skills
- Pays attention to detail in all aspects of the position including written documents and interpersonal relationships

Health and Safety
This employee will report to the Albany Public Schools Foundation office, located in Albany, Oregon. The office is on school district property and therefore subject to Oregon Department of Education and Greater Albany Public School District health and safety protocols. **This includes a requirement to provide proof of COVID vaccination.**

Must have the ability to sit and work at a computer for extended periods. Maintains professional personal appearance and hygiene appropriate to the position.

Work Hours/Benefits

This position is full-time, hourly, with flexibility needed for special events, meetings or occasional presentations outside of normal work hours. Some evening and weekend work may be required. A valid driver's license is required for use of your own vehicle for occasional errands and travel to meeting sites (if not at the office). Mileage is reimbursed at the state rate.

Benefits include:
- Medical, dental and vision coverage
- Simple IRA with employer match
- Paid time off: The employee will earn 15 days of paid time off plus 11 paid holidays annually

Position may include professional development opportunities.

Compensation: Competitive compensation dependant on experience

To Apply
Email a **cover letter, resume and letters of recommendation** to: aimee@albanypsf.org.
Title your email: Program Coordinator Application – "Your Name".

Position will close on August 15th or when filled.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functional or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The Foundation may add to, modify or delete any aspect of this at any time as it deems advisable.

The Albany Public Schools Foundation is committed to creating a welcoming environment and is proud to be an equal opportunity employer. As an organization, we draw on the differences in who we are, what we've experienced, and how we think. We strive to make diversity in our staff, board and volunteers reflect the diversity of those we serve – students and educators.