



## Job Description

### Program and Operations Coordinator

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**Reports to:** Finance & Operations Director  
**FLSA Classification:** Non-Exempt  
**Employment Status:** Part-Time (avg 20-25 hours per week)  
**Salary Range:** Hourly (\$20-25/hour)  
**Posting Date:** August 2023  
**Starting Date:** Immediately

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#### **POSITION:**

Public Education Partners (PEP) is seeking a Programs & Operations Coordinator to join our team in a flexible position with duties that can be managed through a combination of in-person and work-from-home hours. The ideal candidate will have a working knowledge of and a commitment to public education and the ability to provide cross-departmental support across a diverse set of tasks, with a particular focus on initiatives serving teachers and students. The Coordinator will assist in executing programs, events, and meetings; coordinating volunteers; and managing related communications. A successful candidate must be detail-oriented with an overall understanding of PEP's programmatic and systems-level work, and demonstrate as a core value a commitment to diversity, equity, and inclusion.

*The Programs & Operations Coordinator will further Public Education Partners' strategic focus areas:*

- ***Elevating Teachers:*** Supporting teacher recruitment, retention, and morale, and positioning Greenville as a community that deeply values and champions public school educators
- ***Empowering Advocates:*** Building a space for education champions to learn, engage, and lift their voices in support of public education
- ***Engaging Communities:*** Connecting people and ideas together to improve educational attainment and community outcomes

#### **ESSENTIAL FUNCTIONS:**

- Help execute a variety of programs that elevate and celebrate the teaching profession and foster entry into the teaching profession, with a particular focus on teachers and schools serving students living in poverty
- Assist in the management of PEP's grants program for teachers and school leaders
- Support the implementation of all PEP events, including PEP Board of Directors meetings, community events, and fund development events, by managing communications including invitations, RSVP's and reminders
- Maintain a volunteer database and support coordination of volunteer outreach and engagement
- Support the planning and implementation of PEP's award-winning Make Summer Count program and other early literacy support efforts by managing the book inventory, communicating with partner schools, assembling and transporting resources, and being on-hand in schools to assist with the program's implementation
- Provide administrative support as needed for operations, including:

- Assist the President & CEO with preparing for meetings with Board of Directors and other events/meetings
- Assist the Finance & Operations Director and Director of Development in updating the donor database and managing donor acknowledgments
- Organize storage of and access to PEP materials and resources
- Assist in preparing for and managing events by helping to prepare and mail invitations, organize RSVP's, prepare nametags, etc.

**QUALIFICATIONS:**

The Programs & Operations Coordinator should be thoroughly committed to PEP's mission, vision, and strategic direction, and demonstrate a working knowledge of (or eagerness to learn about) K-12 public education issues, policies, and research. Competitive candidates will be passionate about the value of strong public schools and willing to advocate in support of PEP's mission while providing critical logistical and community-based support across all aspects of our work. We also seek a compassionate team member who will engage in learning around diversity, equity, and inclusion, and demonstrates an understanding of and/or curiosity about how these issues impact public education and other public sector issues.

Critical experience or skills include:

- Collaborative communicator with strong relationship building skills
- Basic computer skills, specifically Microsoft Office (understanding of Mail Merge preferred)
- Excellent organizational skills and detail-oriented
- Strong writing skills
- Demonstrates initiative in accordance with the job's roles and responsibilities and an ability to manage multiple tasks at once
- Bachelor's Degree preferred but not required

**Work Environment, Physical Demands, and Other Factors**

Public Education Partners currently has a hybrid in-office/work-from-home schedule (3 days/week in office, 2 days work-from-home).

In light of our direct engagement with students, teachers, and the general public, Public Education Partners employees are encouraged to have received all COVID-19 immunizations and boosters as recommended by the CDC. We also follow recommended masking protocols within our offices, at management discretion.

To perform the essential functions of the job, the employee must be able to see and hear, speak with people with or without accommodations. This position involves extended time working on a computer, handling lengthy phone conversations, and ability to lift at least 35 lbs. Occasional events outside of regular business hours should be expected, with advance notice.

*To apply, please send a cover letter and resume to [employment@pepgc.org](mailto:employment@pepgc.org) with Subject Line: PEP Programs Coordinator Search.*