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Job Description

Project Coordinator

**Location:** Boston, MA

**Position Category:** Direct hire, paid in US

**Posting Date:** 08/03/2022

**Deadline Date:** 08/24/2022

Description

This is a full-time position (40 hours per week) with World Education’s U.S. Division working with the SABES English Language Arts Curriculum and Instruction Professional Development Center (SABES ELA PD Center). The SABES ELA PD Center provides high quality instructional resources and professional development (PD) to strengthen adult education programs and increase the effectiveness of adult educators to improve outcomes and maximize opportunities for adult learners. The ELA PD Center is one of five centers that make up the SABES system, funded by the Massachusetts Department of Elementary and Secondary Education (DESE).

This is a Boston-based position with the opportunity for a hybrid work schedule (part in office/part remote). Candidates must be able to make day trips around Massachusetts for meetings and PD events (approximately 1 day per month).

The Project Coordinator works closely with the Project Director and other ELA PD Center team members to provide coordination and support to the SABES ELA PD Center.

Responsibilities

Primary responsibilities include but are not limited to:

**Professional Development Support**

* Assist with organizing PD events. Post PD events to the online SABES registration calendar and monitor registrations. Provide assistance and support to registrants.
* Support SABES online courses. Create new user accounts, enroll participants, and provide tech support for course participants.
* Host online and in-person PD events. Provide support to presenters and participants before, during, and after events.
* Organize and maintain records for all PD participation. Provide certificates of PD completion, as requested.
* Assist in coordinating/scheduling space for PD events. Coordinate logistics for presenters and participants including tech support and other needs.
* Attend internal and external meetings and staff development activities, including SABES meetings.

**Fiscal Support**

* Provide fiscal support. Maintain internal tracking sheets of project expenditures and reconcile against monthly reports.
* Generate consultant and vendor contracts. Process invoices and track payments.
* Generate and track supply orders.
* Assist Director with quarterly budget reports.

**Data Management and Analysis**

* Assist director with compiling and analyzing data to inform ELA PD Center planning, evaluation, and performance reporting.
* Develop and maintain internal PD event and annual summary tracking sheets with registration and participation records.
* Enter and reconcile all PD participation data into the Massachusetts’ LACES PD database.
* Quarterly and annually, conduct LACES data audits to ensure complete and accurate reporting compared to internal tracking sheets. Identify and resolve discrepancies.
* Attend periodic LACES and other technology trainings.

**US Division**

* Attend monthly project team and US Division meetings, contribute to division-wide shared activities, and participate in other staff development related activities (e.g., ethics and diversity, equity, and inclusion).

Qualifications

* Bachelor’s degree and a minimum of 4 years of relevant experience supporting a project team in a professional setting, along with strong interest in working in the field of adult education.
* Experience working in an education and/or training environment preferred.
* Demonstrated ability to organize and simultaneously manage a variety of tasks and multiple deadlines. Experience creating and managing internal tracking systems strongly preferred.
* Experience entering and reviewing data for accuracy. Ability to analyze data for trends.
* Proficiency in Microsoft Office Suite / Google required (MS Word, Excel, PowerPoint, Publisher, Adobe).
* Ability to work with and adapt to a range of technologies and platforms required (e.g., Google/AO docs, Slack, Zoom, Moodle, etc.).
* Strong written and oral communication skills. Demonstrated ability to effectively interact with project colleagues, partners, and funders.
* Experience with online learning systems and/or course development preferred.
* Willingness to take initiative and contribute ideas that benefit the project’s continuous improvement, including an intentional commitment to integrating concepts of anti-racism, diversity, equity, and inclusion throughout the work.
* Strong sense of collaborative teamwork and ability to respond flexibly to fluid work demands.

Salary commensurate with experience.

**Interested candidates should submit their resumes and cover letters online by 08/24/2022.**

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**No phone calls please.
Principals only please.**

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