



## **Program Coordinator (Part-time)**

### **About Education Opens Doors**

Founded in 2012, Education Opens Doors equips more than 12,000 middle school students every year to uncover the “bigger why” behind school during critical decision-making years. We train middle school teachers with a college and career readiness program to meet a pressing need in our education system: a lack of dedicated time during the school day to provide students with the knowledge and skills to navigate their college and career options - and to have the strong social and emotional skills that are so critical in life. Through EOD, students primarily from low economic backgrounds and communities of color, go from receiving the national average of 38 minutes of college and career counseling over 4 years to 900 minutes in just one year.

### **Education Opens Doors Core Values**

- ★ Purpose Driven
- ★ Equitable
- ★ Life-long Learners
- ★ Empathetic
- ★ Innovative

### **Role Summary**

The Program Coordinator is responsible for supporting the Program Team and effective implementation of the Education Opens Doors Program. As a key part of the team, this person will help with the critical work of ensuring program goals are met while ensuring the Director of Programs and Impact Managers are supported.

### **What You Might Do**

- Update and maintain internal spreadsheets, SAS reports, and other reporting measures
- Create and distribute paper assessments to schools as needed
- Prepare materials, set-up, make copies, and provide other support as needed for trainings
- Update and maintain school Salesforce accounts
- Assist Director of Programs with scheduling, meeting preparation, expense reporting, Salesforce input and other administrative tasks
- Complete administrative tasks and various ad hoc projects
- Support in the collection of student and/or teacher registration information
- Support with building out and maintaining content and data for the LMS (Learning Management System)

### **What You Bring to the Role**

- Commitment to equity and equal opportunity for underserved students
- Ability to develop and maintain positive relationships with a variety of people



- Open to change and capable of remaining focused in a changing and fast-moving environment
- High level of organization and attention to detail

#### **Must Haves**

- High school diploma or equivalent experience
- Ability to produce quality work under tight deadlines and manage multiple projects with minimal oversight
- Excellent written and verbal communication skills across a variety of mediums
- Proficiency in the following software: Microsoft Office Suite (Including Excel), Zoom, Google Drive
- Availability to work occasional nights and weekends for external events

#### **Nice to Haves**

- Prior experience working as an educator or with educators
- Ability to think critically and synthesize data
- Experience using Box, Salesforce, Brightspace
- Bilingual

#### **Education Opens Doors**

We offer a competitive compensation and benefits package which includes medical, dental, vision, short-term disability, long-term disability, life insurance, retirement matching, flexplace, professional development stipend, and more. We also offer a generous vacation package and the opportunity to work with a dynamic team of change makers. **Per hour rate: \$22.00**

#### **Application Instructions**

Send a 1-2-page résumé, cover letter explaining your passion and alignment to this position, and salary requirements to: [employment@educationopensdoors.org](mailto:employment@educationopensdoors.org). **Incomplete submissions will not be considered.**

Any questions can be directed to: [employment@educationopensdoors.org](mailto:employment@educationopensdoors.org)

#### **Equity Statement**

*Education Opens Doors is an equal opportunity employer and does not discriminate against individuals on the basis of sex, gender identity, sexual orientation, age, disability, veteran status, religion, ancestry, color, race, ethnicity, or creed. **LGBTQ+ individuals and people of color are strongly encouraged to apply.***