



Implementation Coordinator Role

Education Opens Doors is seeking an Implementation Coordinator to join our highly motivated and collaborative Dallas-based team. The responsibilities and qualifications for the Implementation Coordinator position are listed below. This role requires in person support and being local to Dallas.

About Us

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 Implementation Coordinator will join a driven, dynamic, and growing team, who are currently supporting nearly 120 educators and over 12,000 students across Texas with the life-changing Education Opens Doors Program. The Implementation Coordinator is responsible for contributing to the effective implementation of the Education Opens Doors Program and collaborating with the both internal and external stakeholders to continuously grow the impact of the program and organization. Under the direction of the Director of Programs, the Implementation Coordinator will support a portfolio of educators/districts and support the Direct Service team by coordinating team and teacher events and managing data, engagement, and retention projects that drive effective implementation of the Education Opens Doors Program.

Partner and Relationship Manager

- Cultivate positive relationships with a portfolio of school administrators, campus level Points of Contact, and program teachers
- Prepare and deliver EOD-specific professional learning and training to teachers (“train the trainer”)



- Manage logistics and communication for the successful program implementation and close of assigned program sites
 - Ensure pre/post surveys, assessments, and campus visits for students and teachers are completed as part of the implementation process
- Actively support your portfolio of teachers and administrators in the use of our learning management system including hosting training, troubleshooting errors, etc.
- Conduct ongoing classroom check-ins (in-person and/or virtual) to track program fidelity and feedback/resources on the quarterly, monthly or weekly basis depending on the partners
- Provide meaningful, timely support to teachers throughout the academic year
- Obtain feedback from teachers, students, administrators, and other stakeholders
 - Share feedback collect with Direct Service team and Digital Program Team
- Drive program goals and results as directed by Director of Programs
- Support Director of Programs with retention and satisfaction of teachers, schools, and districts

Program and Team Support

- Manage ad hoc projects and timelines that drive fidelity and teacher engagement
- Maintain Direct Service team calendar, Google Drive, and other information sharing platforms
- Manage data dashboard systems like in Salesforce for direct service program data analysis
- Plan events for direct service team that drives teacher retention and engagement
- Collaborate with other Implementation Coordinator(s) and/or Implementation Manager(s) Team to continuously evaluate best practices and improve the implementation of the program alongside the Director of Programs
- Support EOD's culture of Advancement in the execution of stakeholder site visits, events, and fundraisers as needed
- Collaborate on projects with the Digital Program Team to improve our data, curriculum and program
- Engage in a culture of life-long learning through setting diversity, equity and inclusion goals

Required qualifications:

- HS Diploma or GED equivalent
- 1 year working paid or unpaid (does not need to be continuous) in a school setting, community based organization, nonprofit and/or relevant college coursework experience
- Demonstrated success in influencing and motivating adults
- Demonstrated success in building and sustaining meaningful community partnerships
- Strong organizational skills, including the ability to manage multiple projects independently
- Ability to produce quality work under tight deadlines with minimal oversight
- Excellent written and verbal communication skills across a variety of mediums



- Excellent presentation and facilitation skills
- Proficiency in the following software: Microsoft Office Suite, Zoom, Google

Preferred qualifications

- Associate's Degree, certification, and/or coursework in Program Management, Project Management, Community Health, Health Promotion, Business
- Teacher's Assistant or nonprofit program management experience
- Exemplary ability to think critically and synthesize data to make decisions
- Experience working with people from underrepresented demographic backgrounds (race, ethnicity, gender, sexual orientation, class, etc.)
- Strong understanding and analysis of timely issues affecting education, including the opportunity gap, access to resources, district zoning, and large district politics
- Proficiency in the following software: Salesforce, Brightspace, Google Suite, Asana, (or other project management tool)

Mindsets

- Mission Oriented: Committed to social, economic, and racial justice
- Driven: Possesses a diverse skill set and is proactive about learning new skills
- Collaborative: Willing to propose ideas and solutions to challenges based on expertise, debate their merits, and make final recommendations
- Adaptable: Excited to work in a fast-moving small team environment where each staff person assumes multiple responsibilities while striving to achieve shared goals
- Self-reflective: Open to receiving and giving ongoing feedback
- Positive: Passionate, sense of humor, open to adventure, fun

Benefits & Salary

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.

Implementation Coordinator: Starting salary: \$55,000 - \$62,000

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. Incomplete submissions will not be considered.

Any questions can be directed to 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.