



Education Coordinator Job Description

Organization Overview: Beyond Housing exists because home matters. We begin with actual houses and housing preservation, focusing on quality and stability to give people a place to start. But there is more to a home than the house ~ home is about the life that happens in and around the house, as well as the life that fuels and draws out the best of the people within it. That life, in turn, is shaped by the community, its influences, its structures, and the people and dynamics that define it.

Beyond Housing helps entire communities become better places to live. We engage where we're needed, focusing on building consensus among leaders, providing and preserving housing, fostering community structures that shape lives, and guiding systems that make people's lives better.

We lead with vision for what a community can be ~ every community is different, but thriving communities tend to share the same basic set of positive traits regarding housing, safety, education, health, infrastructure, and access to basic human services.

We bring together leaders and resources, volunteers and citizens, and pursue a wide assortment of creative approaches to build stronger, healthier communities for life.

Finally, we are community builders, not kingdom builders. "It's their neighborhood, future, & dreams". Our objective is to help build, and contribute the good things we do for the sake of adding value to the lives of the people we're honored to serve.

Position Summary:

Because Beyond Housing believes that strong communities have successful children and strong public education at its core, the Education Department Coordinator will be focused on ensuring the success of numerous education initiatives that benefit children living in the Normandy School District. The Education Department Coordinator is a key team member in Beyond Housing's Education Department and supports the Director of Education in managing the Youth Impact Continuum, a cradle-to-career framework of the most critical resources that contribute to student success. Our goal is to bring together a diverse array of services that can provide holistic support to underserved children. Our work will achieve "scale" by serving enough students at once in-quality services to make a transformative difference for the community.

Essential Job Functions & Other Responsibilities:

- Maintain compliance with all required internal and external reporting & grants management
- Oversight and management of all program data collection software to strengthen performance by measuring results and adapting as-needed to enhance education programs
- Manages all grant reports and drafts narratives of "success stories" as they relate to youth programs per standard deadlines and as requested by the Development Department or agency leadership
- Project management oversight of planning special events and leading special department initiatives such as our Promise Account universal college savings program
- Confident, autonomous representative of Beyond Housing's education initiatives at community meetings
- Assist with leading efforts for Back to School events
- Red Bird Rookie Data Entry and paperwork compliance
- Assist with monitoring and tracking Freedom School assessments
- Support Family Engagement Liaisons as well as Family Engagement Manager in collaboration with data tracking and compliance
- Other Duties assigned

Competency Requirements:

- Collaborative -- A dynamic personality that is collaboratively minded, can recognize and identify strengths, seek consensus around mutual goals, and build meaningful relationships.
- Creative and Curious -- A systems-thinker and builder, who is not afraid to be innovative in designing solutions and has skills in articulating these ideas and concepts.
- Methodical – Top-notch organizational skills and detail-oriented. Strong analytical and problem solving skills to evaluate performance, prepare reports, and recommend/implement solutions using independent judgment. Ability to move from concepts to action.
- Reliable -- Leadership skills that reflect and value a team approach, demonstrated integrity, effectiveness, efficiency, and the ability to deliver high quality service. Highly capable of handling multiple tasks, projects and timelines. Excellent oral and written communications skills.
- Trusted -- Ability to work with residents, partners, and staff of diversified backgrounds with a positive, optimistic, solutions oriented attitude. Shares a deep respect for the community, its stakeholders, and the residents that we serve.
- Driven -- Passion for education and youth success. Highly motivated self-starter. Has a commitment for continuous learning and improvement.

Experience and Qualifications:

- Bachelor's degree in education, social work, public health, public policy, non-profit administration and/or related field; and three years experience in related field
- Demonstrated project management skills, including managing and prioritizing multiple tasks
- Experience helping to lead teams or committees
- Strong personal communication and inquiry skills in order to connect with partner agencies and community stakeholders to develop consensus, troubleshoot challenges, gather needed information, etc.
- Experience in presenting complex information through memos, verbal briefings, PowerPoint presentations
- Basic understanding of program evaluation concepts in order to understand if programs are meeting deliverables and are leading to intended outcomes/impact
- Experience in education-related and/or youth development programming preferred
- Direct experience working with communities in the Normandy School District area preferred
- Proficiency with Microsoft Office systems, including Word, Excel, Power Point, and Outlook

Supervises: None

Supervisor: Director of Education

Salary and Benefits:

- Full-time salaried position with benefits for full-time position as determined in current Beyond Housing Employee Handbook

To Apply: Please submit your resume and cover letter to HR@BeyondHousing.org

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of all responsibilities, duties, and skills required. Beyond Housing is an Equal Opportunity Employer.