



OPEN POSITION:

Position: Program Coordinator
Reports to: Executive Director
Salary: Commensurate with experience (\$37,000 - \$50,000/annually)
Benefits: Health, dental, and paid time off
Status: Full-time exempt position (40 hours)
Location: Cleveland, Ohio

About the Cleveland Transformation Alliance:

Cleveland Transformation Alliance works to ensure every child in the city attends an excellent school and every neighborhood has a multitude of great schools from which families can choose. The Cleveland Transformation Alliance is a nonprofit advocacy organization dedicated to growing a portfolio of high-performing district and public charter schools in Cleveland.

In late 2011, Cleveland Mayor Frank Jackson charged the Cleveland Metropolitan School District, the philanthropic sector, the business community and representatives of the charter sector to develop a plan to fundamentally reinvent public education in Cleveland. *Cleveland's Plan for Transforming Schools* was presented to Ohio's governor and legislative leadership in February 2012.

The plan detailed Cleveland's proposed transition from a traditional, single-source school district to a new performance-based system of district and charter schools that work in partnership to create dramatic student achievement gains for every child. It is built upon growing the number of excellent schools in Cleveland, regardless of provider, and giving these schools autonomy over people, time and money in exchange for high accountability for performance. The goal of the Cleveland Plan is to ensure every child in Cleveland attends a high-quality school and every neighborhood has a multitude of great schools from which families can choose. The Cleveland Plan has four interwoven strategies:

Cleveland's Portfolio Schools Strategy

- Grow the number of high-performing district and charter schools in Cleveland and close and replace failing schools.
- Focus district's central office on key support and governance roles and transfer authority and resources to schools.
- *Create the Cleveland Transformation Alliance to ensure accountability for all public schools in the city.*
- Invest and phase in high-leverage system reforms across all schools from preschool to college and career.

The Cleveland Transformation Alliance will support this work by:

- Ensuring fidelity to the citywide education plan
- Assessing the quality of all district and charter schools in Cleveland
- Communicating with parents about quality school choices
- Monitoring quality of the charter sector

Program Coordinator Position:

Cleveland Transformation Alliance seeks an energetic, strategic, and innovative person to engage and collaborate with diverse communities and organizations across Cleveland around public education, both District and charter, and the Alliance's work. The Program Coordinator is responsible for recruiting, training, and managing individual and organizational ambassadors and navigators for the Cleveland Transformation Alliance and will work with the Executive Director to create, manage, and execute a comprehensive recruitment and training plan.

Responsibilities:

- Work with Executive Director to develop and implement plans with measurable goals to support the organization's base-building initiatives
- Develop and execute a long-term base-building plan to recruit, train, and sustain organizational ambassadors to help educate families about public school options in the Cleveland Metropolitan School District service area
- Maintain ambassador database, keep data current, including individual contact information, and results of ambassador activities
- Recruit, train, and supervise navigators
- Represent the Cleveland Transformation Alliance at community events that raise the visibility of the Alliance and educate families about public school options
- Capitalize on media opportunities to increase the organization's influence
- Assist efforts to grow the organization's social media profiles and email lists
- Assist in creating content for organizational newsletters, brochures, and other educational materials
- Coordinate with other staff to ensure cohesive execution of priority programming
- Work collaboratively with other staff to produce the School Quality Guide annually
- Attend meetings of the Alliance's Board of Directors and prepare meeting minutes
- Other duties as needed to support the Executive Director

The ideal candidate will possess the following qualities and skills:

- Experience in organizing people, groups, and programs
- Working knowledge of public education opportunities, both District and charter, and the Cleveland political and non-profit landscape
- Ability to communicate effectively and diplomatically and to build positive relationships with Alliance staff, Board members, volunteers, and partners
- Exceptional organizational skills, attention to detail, and strategic thinking
- Excellent verbal and written communication skills
- Experience planning and facilitating meetings
- Ability to independently manage several projects at once, set priorities, and follow a strategic plan
- Superior work ethic
- Flexibility with projects and in the work environment
- Proficiency in Microsoft Office and experience with customer management system databases
- Three to five years of relevant work experience
- High School diploma or GED required; Bachelor's Degree preferred
- Must have valid driver's license
- Some evening and weekend hours and travel around the Cleveland area will be required.

To apply: Please submit a cover letter, resume, and three references to Pamela Fine at pfine@janusmallassociates.com. **No calls, please.** Cleveland Transformation Alliance is an equal opportunity employer and encourages people of color, persons with disabilities, and LGBTQ individuals to apply. Resume review will begin on February 17, 2020.

THIS JOB DESCRIPTION IS NOT INTENDED TO BE A COMPLETE LIST OF ALL RESPONSIBILITIES, DUTIES, OR SKILLS FOR THIS POSITION AND IS SUBJECT TO REVIEW AND CHANGE IN ACCORDANCE WITH THE NEEDS OF THE ORGANIZATION.