

# Pinellas Education Foundation

## Job Description

### PROGRAM COORDINATOR

**Department:**

Programs

**Reports to:**

Vice President of Operations and Programs

**Description:**

The Pinellas Education Foundation is dedicated to accelerating achievement for all students through the effective mobilization of resources, relationships and innovation. The Foundation has been in existence for 31 years and regularly achieves national recognition as a leading education foundation in the country. Signature programs of the Foundation include Enterprise Village and Finance Park and Take Stock in Children, which are all initiatives that started in Pinellas County Schools and expanded through partnerships to statewide and international impact. Pivotal to the Foundation's success is a commitment to equity, collaboration, and innovation. It is through the combination of a commitment to the vision and mission, an effective board, strong staff, and key community partners that the Foundation continues to thrive and maintain high levels of success.

The Program Coordinator at the Pinellas Education Foundation serves as a key member of the program implementation team and demonstrates and reflects an understanding of and commitment to the mission and core values of the Foundation. She/he is responsible for assisting with the implementation of programs and supporting a dedicated corps of volunteers that work in partnership with the Foundation. The program function includes responsibility for program management, volunteer coordination, meeting and event organization and collaboration with external partners, including the school district.

The Program Coordinator serves on the program team of the Foundation.

**Responsibilities include but not limited to:**

- Assist with the implementation of Foundation initiatives, including Ford NGL-Career Education Master Plan, Gender Achievement Gap, Next Generation Tech, Fund-A-Classroom, Elevating Excellence and Future Plans<sup>®</sup> among others.
- Define project scope, timelines, goals and deliverables that support Foundation goals in collaboration with senior management.
- Plan and schedule committee meetings, site visits, other programmatic meetings, events and produce

minutes/notes/reports

- Track project milestones and deliverables.
- Develop and deliver progress reports that may align to funding sources.
- Effectively communicate project expectations to stakeholders in a timely and clear fashion.
- Estimate the resources and participants needed to achieve project goals.
- Set and continually manage project expectations with partners, contractors and senior management.
- Proactively manage changes in project scope, identify potential crises, and devise contingency plans.
- Define project success criteria and disseminate them to involved parties throughout project life cycle.
- Gather and analyze data and as needed, prepare PowerPoint presentations, reports, and status updates
- Partner with team members and contractors, and influence them to take positive action and accountability for their assignments.
- Work with the Advancement and Communications Team to ensure the best information is available for fundraising activities and reporting requirements.

**Skills/Attributes:**

The successful candidate will demonstrate commitment to the mission, vision and values of the Foundation. She/he will demonstrate success in program implementation and management, preferably in an education setting. Strong organizational and communication (verbal and written) skills are essential, as well as, adaptability to unexpected changes and adjustments. Exemplary interpersonal skills are essential. Competence in standard MS Office programs and the ability to learn new software programs is critical.

**Experience  
Required:**

Bachelor's degree and 3 years of relevant experience, or a combination of education and experience that demonstrates specialized experience, skills and knowledge.

**Physical  
Demands:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

**Work  
Environment:**

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

**Interested applicants may fax (727-588-4822) or email ([donna.burns@pinellaseducation.org](mailto:donna.burns@pinellaseducation.org)) cover letter, resume and salary expectations. Please include the words “Program Coordinator” in the subject line. No phone calls will be accepted.**