

## **Coordinator**

Location: Flexible, Washington D.C. or Detroit preferred

Type of Vacancy: Full Time

### **SUMMARY OF ROLE:**

EdFuel is seeking a motivated, mission-driven individual who is passionate about supporting schools, districts, and education non-profits across the country in addressing their talent needs. The Coordinator will be responsible for supporting organizational operations and managing the logistics of specific programs and products. S/he will report to a Partner.

### **SUMMARY OF ORGANIZATION:**

EdFuel is a mission-driven non-profit that provides leadership and talent development tailored to the education sector. We help great education organizations, including districts, CMOs, and education-focused non-profits, increase their capacity and effectiveness by maximizing their best asset: their employees. For both instructional and non-instructional leadership, EdFuel provides customized support on talent practices from broad organizational talent strategy to individualized, role-specific PD. Through our work with leading school system operators, innovators, and investors around the country, we collect, streamline, and disseminate best practices while utilizing our growing suite of proven tools, programs, and diagnostics. Our approach anchors on understanding role-specific competencies and high-quality job-embedded training, and we are committed to advancing the sector with best-in-class open-source research. EdFuel works with organizations nationally and has offices in Washington, D.C. and Detroit.

EdFuel is a growing start-up with a nimble, collaborative team. We pride ourselves in our ability to adapt to our partners' needs and provide affordable, actionable solutions to their most pressing talent challenges.

### **COORDINATOR ROLE AND RESPONSIBILITIES**

#### 50% Supporting Organizational Operations

- Support the Finance function by managing timesheets, reimbursements, invoicing and contract management
- Support the Operations function by managing leases, vendor contracts and document management systems
- Support the HR function by managing compliance documents for staff and contractors
- Support the Org Strategy function by managing the board calendar, board meeting invitations and meeting logistics
- Design and pilot systems to improve efficiencies across organizational operations within the organization and build capacity for long-term sustainability and success
- Work in partnership with organizational leaders who lead key organizational operations

#### 50% Supporting Client Programs and Product Operations

- Manage the execution of two of our main products (myBlueprint and FOCUS) including data input, data management, communication with partners/vendors, and overall design and quality review
- Provide logistical support for programs including scheduling, reserving space, inputting feedback data and communicating in a friendly and professional manner with any participants and program leads

### **QUALIFICATIONS**

- Some experience with planning, operations, data collection, data management, program logistics and/or coordinating logistics highly preferred
- Dedication to accuracy and attention to detail
- Strong organizational, planning and execution abilities

- Ability to manage laterally and vertically to achieve goals
- Demonstrated customer service orientation
- Proven ability to take initiative and work in a fast-paced, start-up environment with ongoing change
- Ability to manage multiple projects at a time with a spirit of flexibility and a positive outlook
- Excellent oral and written communication skills
- Ability to work across remote teams
- Shared commitment to EdFuel’s organizational values, as described below
- Passion for education reform and equity for all students
- Prior experience with basic finance and/or human resources (i.e. benefits) preferred, not required

## EDFUEL CORE VALUES

- ❖ **Talent as a catalyst for change:** *Effective change starts with the leaders of an organization.*
- ❖ **Diversity:** *Effective organizations reflect diversity in every respect; they use an equity lens to examine practices, policies and organizational systems to ensure that all groups benefit.*
- ❖ **Relentless pursuit of excellence:** *The bar for quality is high because that is what students and partners deserve.*
- ❖ **Growth mindset:** *Continuous learning and growth is an essential component of leading effective change.*
- ❖ **Collaboration:** *Collective effort makes it possible to accomplish more than what is possible alone.*
- ❖ **Sustainability:** *People make their organizations better when they take time to enrich their lives both inside and outside of work.*

## COMMITMENT TO DIVERSITY AND EQUAL OPPORTUNITY EMPLOYMENT POLICY

At EdFuel, we believe that diversity makes us stronger and challenges us to think differently every day. EdFuel is committed to providing equal employment opportunities to all qualified individuals and does not discriminate on the basis of race, color, ethnicity, religion, sex, gender, gender identity and expression, sexual orientation, national origin, disability, age, marital status, veteran status, pregnancy, parental status, genetic information or characteristics (or those of a family member) or any other basis prohibited by applicable law.

## BENEFITS AND SALARY

Salary for this position is competitive and a comprehensive benefits package is included.

## TO APPLY

Please submit the following to [mmboaz@edfuel.org](mailto:mmboaz@edfuel.org):

- Your resume
- Your response to the following question and include a sample work product using the guidelines below.
  1. If you had to choose the single most important trait or skill for this role, which would you choose and why? Describe how you’ve demonstrated this skill or trait. (max 500 words)
  2. Provide a sample work product that highlights your experience and qualifications for this role (e.g. project plan, operations plan, event logistics, etc.)
    - What guidelines or materials were you given in order to develop this work product?
    - Describe your role in producing the work product.

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