

Position Announcement: Program Associate



The Colorado Education Initiative (CEI) is seeking a **Program Associate** to provide project management and event support across multiple projects. The ideal candidate for this role brings strong organizational skills and incredible attention to detail while balancing the need to be flexible and nimble in the execution of projects. They see our learning and project events as a chance to create a welcoming and meaningful experience for educators and will be able to build relationships and work effectively with a range of stakeholders with authentic positivity and a high degree of customer service. This person is excited about helping their project teams effectively translate big ideas into reality and is drawn to growth opportunities in project design and management, facilitation, and educator development. The Program Associate will report to the Project Management Team Captain.

About Colorado Education Initiative

[Colorado Education Initiative](#) (CEI) is at the forefront of improvement, innovation, and change in Colorado's public education system. CEI is a statewide nonprofit organization that invests time, expertise, and dollars in K-12 public education. For over 10 years, CEI has worked with educators as an inspired and supportive partner on the ground in over 150 urban, suburban, and rural school districts. CEI is known as a visionary organization that fuses best practices with innovation, that is tuned into today's school dynamic and always mindful of what the future demands.

We are embarking on a new strategic plan that sharpens our focus as an implementation expert, innovation thought leader, and statewide convener in public education. Our mission is to accelerate improvement and innovation in Colorado schools. Our vision is to support transformation in the education system so that every student in Colorado is prepared and unafraid to succeed in school, work, and life, and ready to take on the challenges of today, tomorrow, and beyond.

Of note, we are also early on an organizational journey to more deeply prioritize diversity, equity, and inclusion in the work we support across Colorado. We are beginning to identify and embed promising practices in our culture and talent systems and are making a focused set of investments in the professional development of our team. We believe our work demands this because of the historic and current experiences in the school systems in which we operate and because we believe the outcomes we seek for students requires the prioritization of equity. In all roles, we welcome candidates who are eager to participate in and contribute to this work and whose lived experiences deepen our perspectives on the education system.

Responsibilities

Project Management:

- Support Project Leads in managing daily project activities against a work plan
- Anticipate, elevate, and solve for project needs
- Demonstrate consistent follow through across all responsibilities
- Support teams with school and district relationship management and communications
- Reflect and improve on CEI's project management tools

Events:

- Ensure that events are planned and implemented successfully, embody CEI standards, and are high quality
- Represent our organization and serve as the primary point of contact for participants throughout an event
- Manage and coordinate all event logistics and anticipate and solve problems that emerge
- Coordinate and support event team members, external partners, and contractors to fulfill their roles in all events
- Manage CEI event registration systems

Knowledge Management and Continuous Improvement:

- Participate in project debrief and reflection activities
- Support teams in using tools, templates, and resources to document our process and work throughout a project
- Coordinate with Project Leads to ensure that CEI integrates organizational learnings into projects

Qualifications

A successful candidate will have at least two years of experience assisting with project management and event logistics, including the preparation of materials and participant communications. They will have experience with event registration software or similar software tools. In addition, they will be highly organized, detail oriented, an outstanding verbal and written communicator, and able to manage multiple projects simultaneously. A demonstrated interest in and commitment to public education is preferred. The person in this role must be available and willing to travel up to 25% of their time each month, primarily within Colorado.

Competencies

This position requires strong project management, organizational, interpersonal communication, collaboration, relationship building, and multi-tasking skills and the ability to anticipate and take initiative to predict and solve problems.

Compensation

- Full-time position
- Salary commensurate with experience in a range of \$40,000-\$55,000
- Competitive benefits package and some flexible scheduling available

To Apply

Please send a resume and cover letter to jobs@coloradoedinitiative.org. Applicants should indicate the position in the subject line of the email. The first round of applications will be reviewed on January 22, 2018 and the position will be filled as soon as a qualified candidate is identified. No phone calls, please.

The Colorado Education Initiative is an equal opportunity employer that values diversity in the workplace. CEI strives to be an inclusive organization, and as such takes affirmative action to ensure that discrimination does not occur against an employee or applicant on the basis of race, creed, color, age, sex, national origin, marital status, sexual identity, sexual orientation, religious or political affiliation, disability or any other classification considered discriminatory under applicable law.