



## *Program Coordinator Position Description*

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### **Summary:**

The Project Coordinator of Earn to Learn and Arizona College Access Network's (AzCAN) AdviseAZ AmeriCorps program is a dynamic and results-oriented professional who oversees the design and management of Earn to Learn and AzCAN's implementation of AmeriCorps, a statewide initiative to increase the number of first-generation, low-income students who apply to, enroll in, and graduate from postsecondary educational opportunities. S/he collaborates closely with the lead partners, peer implementing partners, external evaluators, and AmeriCorps members to drive project design, implementation, and outcomes.

The Program Coordinator is in Phoenix, AZ. S/he reports to the Director of Statewide Initiatives and AzCAN. This initiative is funded through the 2021-2022 academic year; implementation beyond that is subject to securing additional funding. The size and structure of the AmeriCorps program is subject to change in implementation, based on the placement of available members.

### **Primary Responsibilities:**

- Responsible for the overall operation of the AmeriCorps program for the Phoenix & Northern regions
- Provide effective day-to-day program management
- Support a long-term strategic plan for program sustainability and expansion (e.g. outreach and marketing, fundraising, continuous process improvement, assessment, etc.)
- Develop program marketing materials (e.g. publications, web page, annual report, etc.)
- Identifies and implements, proactively, methods for publicizing and promoting program activities
- Identifies, recruits, hires, trains and evaluates advisers
- Provide training, coaching, guidance, and leadership to AmeriCorps advisers on Earn to Learn and AzCAN's core program model
- Ensure AmeriCorps advisers provide high quality support for students and develop site specific action plans
- Develop a dedicated, informed approach to working with students to foster greater access and success in postsecondary education among all students
- Lead planning and implementation of orientation training and ongoing in-service or site-based training
- Visits advisers in their high schools/community organizations to offer advice and counsel and troubleshoot issues
- Designs and implements tools to assess advisers' effectiveness and encourage professional development
- Communicates regularly with advisers, visits them in their service communities, and implements additional methods for ensuring they remain engaged with the students and communities they serve and that they work to achieve AmeriCorps' goals.



- Cultivating and manage key relationships with strategic funding, community, and other program partners so that Earn to Learn and AzCAN successfully meet its program obligations in the state
- Support the growth of AmeriCorps in Arizona over time, as well as within specific regions as needed
- Oversees Memoranda of Understanding (MOU) with each partner high school and/or community organization.
- Works with on-site liaisons and school administrators to create a collaborative environment and resolve issues should they arise
- Initiates regular contacts with, and routinely seek feedback from, high school counselors, teachers, and administrators in support of the program
- Schedules and facilitates meetings to create regular opportunities for high school counselors, principals, and key administrators to discuss and review the program
- Assists with AzCAN portion of program budget.
- Assists with all aspects of grant funding (e.g., assuring deliverables, completing, and submitting reports, coordinating site visits, etc.).
- Works collegially with Earn to Learn and provides requested reports regarding program results, progress, and activities.

### **Eligibility:**

Applicants must be a United States citizen, a national, or a legal permanent resident and at least 18 years of age. Documentation of proof of age and citizenship will be required during the selection process.

### **Qualifications:**

- Bachelor's degree in any subject area and 2-3 years of experience in project management
- Ability to effectively partner with students, faculty, and staff, including those from diverse backgrounds
- Previous experience demonstrating strong leadership abilities, influencing others in a positive manner while achieving goals, and effectively communicating ideas and generating support for ideas
- Ability to serve independently and analytically, exercise discretion and good judgment
- Strong strategy and design background
- A data-driven approach to achieving project outcomes
- Ability to build relationships with a variety of stakeholders to influence, motivate, and communicate effectively towards aggressive deadlines and ambitious goals
- Understanding of unique barriers faced by high-achieving, low- and moderate-income students
- Passion for increasing opportunity for all students
- Excellent verbal and written communication skills
- Proficient computer skills
- Ability to manage multiple projects; strong planning and organizational skills
- Willingness to handle complex and detail-oriented tasks and projects



- High energy, creativity, ability to assume responsibility
- Take initiative and develop new programs
- Successfully pass Federal and State background screening

**Compensation:**

Grant funded through August 31, 2021; Continuation of position dependent on future grant funding

**To Apply:**

Please submit a current resume, cover letter, and a list of three references address to Roxanne Dewyer-Murphy, Director of Statewide Initiatives and AzCAN. In your cover letter, please speak directly to your experience and interest in working with AmeriCorps as well as Earn to Learn and AzCAN.

**Questions may be directed to AzCAN program staff at 602.687.7450 or [rdewyer-murphy@collegesuccessarizona.org](mailto:rdewyer-murphy@collegesuccessarizona.org)**