

Education Partnership of the Permian Basin

JOB DESCRIPTION

JOB TITLE: Grow Our Own Action Network Coordinator STATUS: Full Time / Exempt

REPORTS TO: Executive Director

LOCATION: Midland-Odessa, TX

About the Organization

The Education Partnership of the Permian Basin (EPPB) is a local/regional, non-profit organization based on the Collective Impact model. EPPB's vision for the Permian Basin is a community where students love to learn, teachers love to teach, and people love to live. EPPB's vision for education is that Permian Basin students perform at the highest level and earn degrees or credentials with workforce value, while EPPB's mission is to help improve education outcomes for all students in the Permian Basin from cradle to career.

General Description

The Grow Our Own Action Network (GO2) Coordinator is responsible for managing all work pertaining to the Grow Our Own Action Network and its goal of increasing college-going and career entry in the Permian Basin. Currently, there are several community partners participating in the GO2, including, local school districts, universities/colleges, workforce development, and industry. The GO2 Coordinator will also work with key partners including philanthropists, businesses, government agencies, and community-based organizations. Beyond managing GO2, the GO2 Coordinator is responsible for contributing to the operations, management, growth, and success of EPPB. Typical 40-hour work week; Mon-Fri, with occasional evenings and weekends for special projects, meetings, and assignments; may require travel throughout the Permian Basin.

Duties and Responsibilities

Working with community partners:

- Assist the Executive Director and team with facilitation and reports to the Board, Executive Steering Committee, Leadership Team, and GO2.
- Lead, facilitate, and provide technical support to the GO2 and other related initiatives.
- Support the development of trust and effective working relationships with the GO2, other Action Networks, and partnering organizations.
- Participate and represent the EPPB in all Texas Impact Network meetings and sessions pertaining to CCMR work.
- Establish, facilitate, lead, and coordinate regional CCMR PLC meetings with partner districts and colleges/universities.

Strategic coherence:

- Facilitate, lead, and implement the GO2 elements of the EPPB's 5-Year Strategic plan.
- Support the Executive Director in maintaining strategic coherence across the organization.
- Support staff and volunteers as needed across the full range of EPPB activities.

- Provide support to partner organizations in aligning their work to the EPPB common agenda.

Communication:

- Communicate the GO2 and organization objectives to the community and potential partners.
- Facilitate ongoing communication between GO2 and other partners by hosting in-person meetings, virtual meetings, conference calls, or coordinating regular e-mail updates to ensure alignment of activity.
- Assist with the creation and maintenance of GO2 and other partner agreements.
- Plan and manage the creation of, and attend, GO2 and other community meetings.
- Help create and communicate EPPB's Regional Education Report, and other reports.
- Assist with planning and management of EPPB's website, social media, print media, video production, e-mail marketing, and other communication and marketing strategies.

Fund development and management:

- Support and help with the grant writing process, as needed.
- Collaborate with staff and team in preparing materials required for grant applications.
- Help coordinate grant reporting to funders, as needed.

Data collection, analysis, and reporting:

- Assist, help, and collaborate with the Strategic Initiatives & Collaboration Manager to provide data for the GO2, Board, Executive Steering Committee, and Leadership Team.
- Work with the Executive Director to provide information on outcomes, indicators, and measures tied to the 5-year strategic plan.
- Coordinate with the Strategic Initiatives & Collaboration Manager to prepare data reports or slide decks required for meetings with the GO2, Executive Steering Committee, and Leadership Team.
- Share GO2 data, goals, and objectives with the community and potential partners.

The Executive Director may periodically add, change, or eliminate specific responsibilities and tasks assigned to this position.

Qualification Requirements

Education and Experience: A bachelor's degree is required; a master's degree is preferred. Relevant experience with Secondary/Post-Secondary Education and workforce development. 3+ years of project management/coordination experience with significant team and/or client management responsibility. Knowledge of PK-12 and college/university systems and regulations. Understanding best practice principles in improving student outcomes pertaining to College Career Military Readiness, and workforce development.

Special Skills

- Committed to the vision, mission, and work of the Education Partnership of the Permian Basin
- Strong community engagement, facilitation, and conflict management skills
- Team player who can connect to all sectors of the community and work effectively with multiple constituencies to support community success

- Existing relationships with, or ability to build relationships with, a cross-sectoral range of diverse stakeholders in the local/regional area, including senior executives
- Excellent communicator with the presence to inspire confidence and passion in external audiences and capable of presenting collective impact work to EPPB partners and the public
- Strong organization skills and the ability to plan and oversee major projects
- Creative problem solver capable of understanding, interpreting, and communicating complex data and information
- Ability to maintain confidentiality
- Motivated to learn, evolve from failures and missteps, and grow
- Attention to detail and accuracy
- Flexibility and the ability to function independently within established guidelines and policies, work autonomously, and take direction as needed
- Proficient computer skills, including Excel software,
- Bilingual (English and Spanish), a plus

Physical Demands:

- The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job duties.
- Requires ability to read information on correspondence, program data, proposals, and financial documents.
- While performing the duties of this job, the individual is required to stand, walk, sit, stoop, reach, and lift (maximum 25 lbs.).

Environmental

- Factors: Non-smoking office environment

Salary

- Competitive salary; Commensurate with experience.

SEND RESUME, LETTER OF INTEREST, AND REFERENCES TO: adrian.carrasco@educatepb.org