



**Project Coordinator:
College Knowing & Going, College Readiness Teams**

Background: The College Knowing & Going, College Readiness Team (CRT) Project is a partnership led by Arizona College Access Network (AzCAN) to develop a comprehensive, data-driven, student-centered approach to college readiness at 40 high schools throughout Arizona. With supporting partners Earn to Learn (EL) and Northern Arizona College Resource Center (NACRC) the program creates a school-wide culture in which all stakeholders-administration, counselors, teachers, postsecondary institutions, community members and students-work collaboratively to ensure low-income, first-generation, underserved Arizona students graduate high school ready for college.

Position Summary: The Project Coordinator will establish strategies focused on increasing students' postsecondary outcomes through the development of College Readiness Teams (CRT) at assigned high schools. The CRTs will provide an organizational framework for ongoing implementation of school-wide goals, strategic planning, assessment, and evaluation of postsecondary outcomes. CRTs will be responsible for increasing access to standardized test prep, increasing the percent of students completing the Free Application for Federal Student Aid (FAFSA), and increasing the number of students who apply to, matriculate at, and succeed in 2- and 4-year colleges.

Job Responsibilities:

- Provide effective leadership in the CKG CRT teams
- Establish strategies focused on increasing students' postsecondary outcomes through the development of College Readiness Teams (CRT) at assigned high schools
- Facilitate meetings to bring College Readiness Teams together at least monthly to work towards shared goal of increasing college readiness, access, and success
- Assess and map existing college readiness strategies at each school to identify gaps and areas of improvement in college-going strategy
- Develop and implement school-wide data driven action plans that include at least three comprehensive goals around college-going
- Collaborate with community partners such as Decision Center for Educational Excellence, Arizona Commission for Postsecondary Education, AdviseAZ etc.
- Track, monitor, access, and report data for each school, including Education and Career Action Plan (ECAP) completion, Free Application for Federal Student Aid (FAFSA) completion, ACT scores, and postsecondary enrollment
- Encourage and support continuous improvement programs and processes, as appropriate
- Introduce Student Ambassador initiative and assist with recruitment, on-boarding, and reporting of Student Ambassador initiative, challenges, and successes
- Communicate, collaborate, and mentor assigned Student Ambassadors and AdviseAZ AmeriCorps member(s)
- Ensure stipend funds are spent according to established policy and maintain tracking forms
- Coordinate and deliver professional development and/or collaborative opportunities for CRT, district staff, school staff, and community partners

- Work with faculty, staff, and community members to develop and implement formal and informal events and activities such as ACT test prep, College Application and FAFSA supports, College Visits, etc. that enhance a college-going culture
- Source and connect community resources to schools, such as the Arizona Department of Education, higher education institutions, community organizations, businesses, and municipal leaders
- Engage in continuous learning through professional reflection and active collaboration with CRT and colleagues
- Keep well-informed on current educational research, best practices, trends, materials, and processes in college readiness, access, and success
- Coordinate statewide activities with Northern, Central and Southern coordinators
- Perform other related duties as assigned

Required Skills and Competencies:

- Bachelor's degree in Education or related field
- 3-5 years proven experience as a program coordinator, teacher, counselor, or relevant position
- Working knowledge of postsecondary planning strategies, including ECAP, ACT, FAFSA, and college application procedures
- Thorough knowledge of data collection and assessment strategies
- Strong organizational and time management skills
- Good knowledge of Word, Excel, Power Point, and collaboration software
- Ability to accurately evaluate quantitative and qualitative data and translate results into action
- Outstanding and responsive communication skills
- Problem solving skills and ability to make creative connections

Personal Characteristics Desired:

- Must be an experienced professional who is highly regarded and respected for consistently going above and beyond
- Shows a steadfast commitment to participating as a member of a fully integrated team
- Maintains a professional appearance, exudes a positive outlook and is willing to accept challenges and changes
- Ability to work independently, as well as collaboratively, within a team, build effective relationships, and manage multiple projects simultaneously while never losing composure or sense of humor
- Willingness to travel throughout Arizona and work outside of office hours to complete tasks

Salary: Commensurate with experience

Job Status: Full-time, exempt, salaried position with benefits package

Job Location: Phoenix, Arizona. US Work Authorization Required

This position is open immediately. The close date for applications is open until filled.

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Please combine the following documents in an email to jobs@educationforwardarizona.org:

- Current resume or CV
- Statement of interest and qualifications, based on this description.

No phone calls.

The statements in this description represent typical elements, criteria and general work performed. This is not an exhaustive list of all responsibilities, duties, and skills for this job. Education Forward Arizona is an equal opportunity, affirmative action employer. It is a strongly held value of the organization that opportunity is not limited by gender, race, class, sexual orientation, disability or age. All candidates will be evaluated on a merit basis.