



AdviseAZ Project Coordinator

Education Forward Background: [Education Forward Arizona](#) was created through the collective will of diverse sectors and communities across the state to change the way people think about and support education as the key driver to improving the economy and the quality of life in Arizona. Education Forward Arizona is a new organization launched in August 2021 that combines the talent, resources, and missions of Achieve60AZ, Expect More Arizona and College Success Arizona to be an even stronger force for education. At Education Forward Arizona, we believe that improving the quality of education in Arizona will improve the quality of life for all Arizonans. The organization is focused on improving education outcomes for students at all levels by being a statewide voice for P-20 education, implementing effective programs, and advocating for policy change.

Position Summary: The AdviseAZ Project Coordinator is a dynamic and results-oriented professional who oversees the design and management of Arizona College Access Network (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. This person will collaborate closely with high schools and community organizations, peer implementing partners, external evaluators, and AmeriCorps members to drive project design, secure sites, and placement of AmeriCorps members for successful implementation, and outcomes. The project coordinator reports to the Senior Director of Statewide Initiatives and AzCAN. This initiative is funded through the 2023/2024 academic year; implementation beyond that is subject to securing additional funding. Interviews start in July with programs starting in August.

Job Responsibilities:

- Responsible for the overall operation of the AdviseAZ AmeriCorps program statewide
- Provide effective day-to-day program management & oversee AdviseAZ program budget reporting
- Develop 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 peer advisers
- Provide training, coaching, guidance, and leadership to AmeriCorps advisers on AdviseAZ'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
- Visit advisers in their high schools/community organizations to offer advice and counsel and troubleshoot issues
- Design and implement tools to assess advisers' effectiveness and encourage professional development
- Communicate 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.
- Cultivate and manage key relationships with strategic funding, community, and other program partners so that AdviseAZ successfully meets its program obligations in the state
- Support the growth of AmeriCorps in Arizona over time, as well as within specific regions as needed
- Oversee Memoranda of Understanding (MOU) with each partner high school and/or community organization



- Work with on-site liaisons and school administrators to create a collaborative environment and resolve issues should they arise
- Initiate regular contacts with, and routinely seek feedback from, high school counselors, teachers, and administrators in support of the program
- Schedule and facilitate meetings to create regular opportunities for high school counselors, principals, and key administrators to discuss and review the program
- Assist with all aspects of grant funding (e.g., assuring deliverables, completing, and submitting reports, coordinating site visits, etc.)
- Supervise staff: Administrative Specialist and Outreach Specialist

Required Skills and Competencies:

- 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 AmeriCorps 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 with 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
- Excellent verbal and written communication skills
- Proficient computer skills (Google classroom, Microsoft Suite, Salesforce, etc.)
- Ability to manage multiple projects with strong planning and organizational skills
- Willingness to handle complex and detail-oriented tasks and projects
- High energy, creativity, ability to assume responsibility
- Shows a steadfast commitment to participating as a member of a fully integrated team.
- Willingness to travel throughout Arizona
- Successfully pass Federal and State background screening

Salary Range: \$45,000 - \$52,000. Commensurate with experience.

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

Job Location: Phoenix, AZ. US Work Authorization Required.

Visit educationforwardarizona.org to learn more about our organization.

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.

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.

All employees at Education Forward Arizona are required to be fully vaccinated for COVID-19 as a condition of employment. Education Forward Arizona complies with all obligations to provide reasonable accommodations in accordance with all applicable laws.