



College Knowing & Going, College Readiness Teams – 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 launched in August 2021 combining 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 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 our supporting partner 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. The Project Coordinator will work to 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 (Salesforce or CRM database systems)
- 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 making a difference in their organization
- 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
- Willingness to travel throughout Arizona and attend monthly meetings at the Phoenix office location
- Work occasional evenings, weekends, and remotely to complete assignments and projects

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

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

Job Location: Phoenix, AZ with regular travel throughout Arizona. 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:

- Cover Letter (Statement of interest and qualifications, based on this description)
- Current resume

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.