



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

Background. Education Forward Arizona is a dynamic statewide education advocacy organization dedicated to advancing education as a fundamental catalyst for improving Arizona's economy and overall quality of life. A leading voice for education in the state, Education Forward Arizona actively promotes the Achieve60AZ education attainment goal and collaborates on a comprehensive action plan to move the goals of the [Arizona Education Progress Meter](#) forward.

The organization's mission extends to mobilizing individuals and communities to advocate for policies and funding that enhance educational outcomes from pre-K to postsecondary education. Additionally, Education Forward Arizona provides scholarships and programs designed to elevate postsecondary attainment for Arizona's diverse student population. Learn more at EducationForwardArizona.org.

Position Summary: The College Knowing & Going, College Readiness Team (CRT) Project is a grant-funded partnership led by Education Forward Arizona to develop a comprehensive, data-driven, student-centered approach to college readiness at high schools throughout Arizona. The program creates a school-wide culture in which administrators, 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 establish strategies to increase students' postsecondary outcomes by developing College Readiness Teams (CRT) at assigned high schools. The CRTs will provide an organizational framework for implementing school-wide goals, strategic planning, assessment, and evaluation of postsecondary outcomes. CRTs will be responsible for increasing access to standardized test prep, increasing the percentage of students completing the Free Application for Federal Student Aid (FAFSA), and increasing the number of students who apply to, enroll at, and succeed in 2- and 4-year colleges.

Essential Duties & 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 a 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 the Decision Center for Educational Excellence, the Arizona Board of Regents, Arizona Department of Education, FAFSA Coalition, 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 the Student Ambassador initiative and assist with recruitment, onboarding, and reporting of Student Ambassador initiative, challenges, and successes.
- Communicate, collaborate, and mentor assigned Student Ambassadors (Juniors and Seniors).
- Ensure stipend funds are spent according to established policy and maintain tracking forms.



- Coordinate and deliver professional development and 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 prep, College Application, 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 of 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, communication, time management, and problem-solving skills
- Good knowledge of Office 365, Outlook, Word, Excel, PowerPoint, and collaboration software (CRM/Salesforce)
- Ability to accurately evaluate quantitative and qualitative data and translate results into action
- 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
- Maintains a professional appearance, exudes a positive outlook, and is willing to accept challenges and changes

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

Job Status: Full-time, exempt, salaried position with benefits package. This position is grant-funded and is contingent upon the continuation of grant funding.

Job Location: This is a hybrid position located in Phoenix, Arizona. Frequent travel to assigned partner high schools is required. US Work Authorization Required.

Application Process: To apply, combine the following documents in an email to jobs@educationforwardarizona.org:

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

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

The statements in this description represent typical elements, criteria, and general work performed. This is a partial list of this job's responsibilities, duties, and skills. Education Forward Arizona is an equal opportunity, affirmative action employer. It is a firmly 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. Education Forward Arizona complies with all obligations to provide reasonable accommodations in accordance with all applicable laws.