



Project Coordinator: Region 4 Southern Arizona College Knowing & Going (CKG)

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 advance the goals of the [Arizona Education Progress Meter](#).

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 in low-income communities across Arizona. The program fosters a school-wide culture in which administrators, school counselors, teachers, postsecondary institutions, community members, and students - serving on College Readiness Teams (CRTs), work collaboratively to increase the percentage of students completing the Free Application for Federal Student Aid (FAFSA), graduating from high school, and applying, enrolling, and succeeding in 2- and 4-year colleges.

The CKG **Project Coordinator for Region 4 (Southern Arizona)** develops and helps lead the CRTs at **Catalina, Cholla, Rio Rico, Sahuarita, and Santa Rita High Schools**, supporting each Team to plan and implement an annual Work Plan designed to promote student readiness, postsecondary transitions, and the use of data and evidence to drive student success and continuous improvement.

Essential Duties & Responsibilities:

- Provide effective leadership to the CKG College Readiness Teams (CRTs) at participating schools, facilitating meetings with each Team at least monthly.
- Collaborate with Teams to map existing college readiness strategies and identify gaps and areas for improvement.
- Assist and support CRTs in developing and implementing annual Work Plan activities.
- Collaborate with state partners and initiatives, such as the Decision Center for Educational Excellence, the Arizona Board of Regents, the Arizona Department of Education, the AZ FAFSA Coalition, etc.
- Track, monitor, access, and report school data, which may include Education and Career Action Plan (ECAP) completion, Free Application for Federal Student Aid (FAFSA) completion, ACT scores, etc.
- Encourage and support continuous improvement efforts and processes.
- Recruit, onboard, and mentor CKG Student Ambassadors (Juniors and Seniors); provide insights and reports on challenges and successes.
- Ensure appropriate administration of and reporting on school and ambassador stipends.
- Coordinate and deliver professional development and collaborative opportunities for CRTs, district leaders, school faculty and staff, and community partners.
- Source and connect leaders from the Arizona Department of Education, higher education institutions, community organizations, businesses, and local government to assigned schools and CRTs.



- Engage in continuous learning through professional reflection and active collaboration with CRT members and Education Forward Arizona colleagues.
- Keep well-informed on current educational research, best practices, trends, materials, and processes in college readiness, access, and success.
- Coordinate statewide activities with CKG Coordinators serving CKG schools in northern, southern, central, and western Arizona.
- Perform other related duties as assigned.

Required Skills and Expectations:

- Bachelor's degree in education or related field
- Three to five 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 **remote** position based in southern Arizona. Candidates should reside in or near Tucson and be willing to travel frequently to high schools within this area, as well as to the Education Forward Arizona office in Phoenix periodically. 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 closing date for applications is open until the position is 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.