

Say Yes to Education Inc.



Position Title: Program Coordinator

Location: Cleveland, Ohio

Duration: January – June 2018

Company Background:

Say Yes to Education, Inc. (Say Yes) is a national, non-profit education foundation committed to dramatically increasing high school and college graduation rates for our nation's inner-city youth. Say Yes to Education provides comprehensive supports, including the promise of a full college or vocational education, aligned with what research indicates is needed to enable every child in the program to achieve his or her potential. The Say Yes promise and supports begin when a child enters kindergarten and continue through high school and beyond.

Position Summary:

This position focuses on managing various office systems, and assisting the Say Yes to Education local chapter efforts. The Say Yes staff and Cleveland leadership team will manage time and projects to be supported by this position. The position will be physically located in Cleveland, Ohio and work primarily with the Director of the Higher Education Compact of Greater Cleveland and the Say Yes National Program Director to execute the necessary processes and projects required by Say Yes.

Responsibilities:

- Assists in answering incoming calls and questions concerning the organization, and/or refers caller(s) to another source of information.
- Acts as special assistant to the Say Yes staff: drafts and submits correspondence; assists in maintaining schedules and appointments; makes copies; prepares rooms for meetings; prepares expense reports; and completes other duties as assigned.
- Acts as secretary to the planning committee, task forces and working groups, writing meeting minutes; maintaining correspondence with constituents, etc.
- Assists with event coordination for Say Yes as assigned.
- Contributes to team effort by accomplishing related results as needed.
- Overlooks the schedule for the Say Yes team and coordinates with local Cleveland leadership.

- Assists with administration as assigned by the Say Yes staff: maintains shared electronic filing system; posts information to records; updates distribution lists; etc.
- Maintains confidentiality regarding privileged department and agency information.

Requirements:

- Education: Associate's degree required. Bachelor's preferred.
- Equivalent training and experience in a discipline related to functional responsibilities of the position, including; education reform; office administration; etc.
- Efficient in Microsoft Office Suite (Word, Excel, Outlook, Power Point).
- Capacity to organize and supervise assigned projects with integrity, including the abilities to multi-task and to adapt to a constantly changing environment.
- Exemplary interpersonal skills with ability to work effectively with SYTE staff, partners and other individuals and groups (especially the public).
- Ability to resolve problems efficiently, effectively, and independently.
- Superior organizational abilities with a strong attention to detail.
- Able to learn new systems and operating procedures as needed.
- Ability to satisfactorily complete required background screenings: criminal and driving.

Application Process:

Please send Cover Letter, Resume and any additional documentation to Diosmedy Breen dbreen@sayyestoeducation.org. In your email please assure to reference job title in the subject line.