



SCHOOL ENGAGEMENT AND PARTNERSHIPS COORDINATOR JOB DESCRIPTION

PAVE Overview

PAVE (Parents Amplifying Voices in Education) is a non-profit corporation whose mission is to connect, train, and empower charter parent leaders to give families in DC a voice and choice in the vision for education in our city. In the vision of PAVE, parents are partners and leaders in developing a diversity of safe, nurturing, and great schools for every child in every ward and community.

PAVE is dedicated to creating an environment where the vision for education in DC is not created for children and families but rather with children and families, shifting and changing the dynamics of power in our city so that communities and parents are partners in creating great schools in DC. PAVE intentionally and constructively asks parents to engage in education policy in DC, creates opportunities for parents to lead and advocate, helps parents to understand the system, builds relationships between parents and those who are making and influencing the education landscape in DC, and advocates on behalf of great school options and equitable supports for all children, regardless of sector.

The Role

Reporting to the Managing Director of School Engagement and Partnerships, the School Engagement and Partnerships Coordinator is an integral part of the PAVE team, providing essential support to the senior management team and the organization. The School Engagement and Partnerships team consists of the Managing Director of School Engagement and Partnerships, the Manager of School Engagement and Partnerships, and the Coordinator of School Engagement and Partnerships.

The School Engagement and Partnerships department provides direct services to schools and state agencies in order to empower parents to understand the education system, be advocates for themselves and for their children, and bring their voices to their schools and our partners. The work of the School Engagement and Partnerships team compliments and intersects with the Community Organizing team. However, while the Community Organizing team focuses its efforts on engaging parents external to their schools through the education system writ large, the goal of the School Engagement and Organizing team is to provide direct services and support to schools around parent engagement and parent advocacy, and to utilize best practices to provide a tailored and effective method for schools to internally connect with their parents long-term. The team also builds partnerships with other 501c3s to train and uplift the voices of parents from and through different corners of education (i.e. public charter school board members or bloggers).

The School Engagement and Partnerships Coordinator will focus on the coordination of school partnerships, event planning, communications outreach, and programming initiatives that support and advance PAVE's mission and furthers the work of the School Engagement and Partnerships department.



Responsibilities:

External Communications

- *External Communications*
 - Support the Manager of School Engagement and Partnerships to publish content for website blog and/or news section to ensure informative and centralized online presence

External Programming

- *Meeting Planning and Support*
 - Coordinate PAVE school engagement and partnerships calendar
 - Coordinate scheduling and follow-up for meetings and PAVE events for the school engagement and partnerships team
 - Prepare materials for all school partnerships meetings
 - Prepare materials for monthly gatherings of Professional Learning Communities (PLC) attended by school engagement staff
 - Attend PLC meetings and record conversations; edit notes for public dissemination

Strategic Partnerships

- *Support Relationships with Strategic Partners*
 - Support the Managing Director of School Engagement and Partnerships to develop engagement proposals to drive the organization's work through partnerships with state agencies, schools, and other education non-profits
 - Coordinate logistical planning for all PAVE partnership meetings
 - Support the Managing Director of School Engagement and Partnerships on data analysis of PAVE events and partnerships

Event Planning

- *Event Planning and Support*
 - Provide support for PAVE events and activities
 - Prepare dissemination of materials in anticipation of and following PAVE events
 - Develop event work plans and timelines with Manager of School Engagement and Partnerships to support event execution (registration, tech support, set-up and breakdown)
 - Operate within set event budgets, ensuring maximum use of resources; provide ongoing updates on budget to Chief of Staff and Managing Director of School Engagement and Partnerships

Assist the Manager and Managing Director of School Engagement and Partnerships in other matters as identified and assigned.



Qualifications

The School Engagement and Partnerships Coordinator will be thoroughly committed to PAVE's mission. The School Engagement and Partnerships Coordinator should have a background in education, non-profit work, and/or start-up environments. Concrete demonstrable experience and other qualifications include:

- 1-3 years of work experience; AmeriCorps alumni are encouraged to apply;
- Unwavering commitment to quality programs and data-driven program evaluation;
- Previous experience planning and managing budgets for events;
- Previous experience working in schools highly preferred;
- Proficiency in a range technology-based platforms and processes highly preferred, including, but not limited to: Microsoft Office (Word, Excel, Powerpoint); Asana; Google Apps; Salesforce;
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly
- Outstanding attention to detail and deadlines, particularly around data entry, data analysis, and copy editing;
- Strong written and verbal communication skills;
- Ability to multi-task and prioritize in fast-paced, start-up environment;
- Ability to work independently and in collaboration with diverse groups of people; and
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed.