



Programs and Logistics Coordinator – America Succeeds

Location: Denver, Colorado

Background

America Succeeds is a systems-change organization that harnesses the power and influence of the business community through policy, advocacy, our network of affiliates, and national initiatives to improve student outcomes and prepare learners for dreams and jobs. Our network includes affiliates in Arkansas, Colorado, Idaho, Kansas, Missouri, North Carolina, and Oklahoma with continuing expansion plans. We believe that “*great schools are good business*”.

This is challenging and rewarding work, and we are seeking to build our team with a dynamic candidate who shares our core values: 1) Work hard. Play hard. Change the world. 2) Be bold. 3) Act like an owner. 4) Be a great problem solver. 5) We mean business.

Roles & Responsibilities

The **Programs and Logistics Coordinator** is responsible for supporting the execution of strategies and tactics to implement America Succeeds’ programs, events, and initiatives. The successful candidate will report to the Chief Operating Officer and work closely with the rest of our small team to elevate America Succeeds as the leader in business-led advocacy in education.

The role includes, but is not limited to, the following responsibilities:

- **Event planning:** Support the planning and day-of execution of event programming and network engagement opportunities for America Succeeds, affiliates, and strategic partners.
- **Programming support:** Provide direct support for various programmatic initiatives, including managing project deliverables and timelines, executing requested research, assisting with communications efforts with involved stakeholders and partners, and coordinating additional vendors and service providers.
- **Organizational and operational support:** Support the Vice President of Strategy and Operations in executing office support and administrative tasks.
- **Communications support:** Assist the Communications and Marketing Manager in tracking relevant updates across America Succeeds network and delivering timely, professional communications on a regular basis.

This position may require some occasional travel.

Qualifications

We are seeking a rising, task-oriented doer with experience working independently and as part of a team who aligns well with our core values. The successful candidate will be able to manage multiple projects and quickly adjust priorities to meet client and stakeholder

needs. The successful candidate will have an entrepreneurial approach to identifying and capitalizing on opportunities and seek practical solutions to problems with a curious, creative, and collaborative nature. To achieve this, candidates will have a minimum of 2 years of relevant experience, as well as some combination of the following:

- **Event-planning experience** – Demonstrates experience planning and executing events for diverse audiences and an ability to track progress against milestones, deadlines, and a budget
- **Project-management experience** – Demonstrates sound project management skills, an ability to develop a coherent work plan, and a history of accomplishing milestones and end goals according to a timeline
- **Solutions-oriented, problem-solving mindset** – Demonstrates strong critical-thinking ability, comfort working through problems with limited support, and an ability to engage multiple constituencies and craft solutions that ‘thread the needle’ when needed
- **Team-player orientation** – Demonstrates a natural tendency to pitch in, build relationships, and view success as when the team gets things done
- **Initiative** – Works effectively as a self-starter capable of balancing multiple assignments; highly motivated by the opportunity to improve upon current skill set and learn new skills when the opportunity arises
- **Enthusiasm for challenges** – Enjoys working hard and looking for challenges; able to act and react as necessary, even when limited information is available; and not afraid to make recommendations

Technical Skills Needed

- Google G Suite & Microsoft Office, including Excel
- Experience with email marketing tools and automation; Mailchimp preferred
- Basic knowledge of CRM solutions
- Bachelor of Arts / Bachelor of Science

Compensation

This is an outstanding opportunity for a highly motivated professional looking to build their skills and experience while making an impact with a fast-growing, highly respected organization. We are seeking an individual of outstanding quality with high growth potential. America Succeeds is prepared to offer an attractive compensation package, including a generous commitment to a healthy work/life balance and health, retirement, and vacation benefits.

To Apply

To apply, please send resume and cover letter to elerum@americasucceeds.org. We review applications on a rolling basis – so it is advantageous to apply as soon as possible.

America Succeeds is committed to fostering and capitalizing on the diversity of our organization. We are an equal opportunity employer and seek individuals of all ethnic and racial backgrounds to apply to this position. If you would like to learn more about our mission, please visit our website at www.americasucceeds.org.