



Projects and Operations Coordinator – America Succeeds

Location: Denver, Colorado

Background

America Succeeds is a non-profit organization committed to ensuring every student is prepared to succeed in the competitive global economy and contribute to their local community. Our mission is to improve educational opportunities, outcomes, and equity by harnessing the influence and acumen of the business community in accelerating systems change. Simply put, we believe that *“great schools are good business.”*

Our portfolio of work includes: national advocacy initiatives aimed at larger culture change; elevating policies aligned to our mission and vision; and, connecting business leaders with our growing network of state partners in Arkansas, Colorado, Idaho, Kansas, Massachusetts, Missouri, North Carolina, and Virginia.

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 in service. 3) Act like an owner. 4) Be a great problem solver. 5) We mean business.

Roles & Responsibilities

The **Projects and Operations 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 Vice President of Strategy and Operations 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:

- **Organizational and operational support:** Support the Vice President of Strategy and Operations in executing organizational operations and office administrative tasks, including procurement, invoicing, scheduling, and office management.
- **Project coordination:** Support the team in administering project work plans, monitoring organizational and project-level goals, and supporting the team in accessing the tools and resources necessary to complete projects.
- **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.
- **Event planning:** Support the planning and day-of execution of event programming and network engagement opportunities for America Succeeds, network members, and strategic partners.
- **Communications support:** Assist the Communications 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 the ability to work independently and as part of a team who aligns well with our core values and has an interest in improving education. The successful candidate will be able to manage multiple projects and quickly adjust priorities to meet 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 should be able to demonstrate relevant experience and readiness through some combination of the following:

- **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 and budget; experience planning and executing events for diverse audiences preferred
- **Highly-organized, attention to detail** – Demonstrates organization skills, an attention to detail, and resourcefulness; efficiently manages time, assignments, and communication with team
- **Team-player orientation** – Demonstrates a natural tendency to pitch in, build relationships, and view success as when the team gets things done
- **Initiative and learning mindset** – 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
- **Solutions-oriented, problem solver** – Shows enthusiasm for challenges; demonstrates strong critical thinking, and ability to act/react as necessary, even when limited information is available; not afraid to make recommendations to improve how we do business
- **Post-secondary experience** – Some post-secondary experience; Bachelor of Arts / Bachelor of Science preferred but not required

Technical Skills Needed

- Google G Suite & Microsoft Office, including Excel

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 high quality with high growth potential. America Succeeds is prepared to offer an attractive compensation package with an annual salary range of \$45,000-\$55,000 (depending on experience and qualifications) and competitive benefits, including a generous commitment to a healthy work/life balance with fully flexible leave, twelve weeks of fully-paid family leave, health insurance (100% employer-paid premium), and access to a 403(b) retirement plan with an employer match of up to 3%.

To Apply

To apply, please send a 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.