

Job Title:	Project Coordinator, Part-Time
Department/Group:	Community Learning
Job Description	
<p>ROLE AND RESPONSIBILITIES</p> <p>The Project Coordinator will support the logistics for partner facing events, grant management, and department operations. This is <i>not</i> a direct service position. Specific responsibilities include:</p> <ul style="list-style-type: none"> ● Partnership Building <ul style="list-style-type: none"> ○ Build and maintain communities of practice partner database ○ Cultivate and develop relationships with partners to address educational inequities ● Event & Department Logistics <ul style="list-style-type: none"> ○ Schedule and maintain a calendar of meetings, events, and contract dates ○ Lead organizing logistics for partner convenings including coordinating invites, taking minutes, submitting attendance, managing Google site, and formatting meeting materials ○ Support community of practice activities and relevant network meetings by running Zoom and technology operations for partner meetings ○ Manage the learning@uppartnership.org email ● Cross-Departmental Coordination <ul style="list-style-type: none"> ○ Connect with other departments as necessary for scheduling and event coordination ● Grant Management <ul style="list-style-type: none"> ○ Provide administrative support to grant milestone tracking, reporting, and budgeting <p>Education, Job Knowledge and Experience Requirements:</p> <ul style="list-style-type: none"> ● Experience navigating and guiding complex social justice conversations with diverse stakeholders that promote educational equity ● Excellent judgement, problem-solving skills, and attention to detail ● Superior project management and work planning skills; ability to juggle multiple projects at once and efficiently communicate progress and hurdles to supervisor ● Extensive experience with Microsoft Office, G-Suite, Adobe, and Zoom applications ● Adaptive ability to work in a cross-functional, fast-paced work environment ● Strong attention to detail and the ability to work with minimal supervision ● Understanding of San Antonio's educational and youth development landscape <p>POSITION DETAILS</p> <p>The Project Coordinator position is a position is a part-time and non-exempt position with an end date projected for Fall of 2022. The hourly rate of pay is \$15 per hour which may vary based on experience. The anticipated average workload is 20 to 30 hours per week. The anticipated start date is on or before</p>	

September 20th, 2021. All UP Partnership staff are currently working virtually. UP Partnership's main office is located at 454 Soledad Street in San Antonio.

Application Details

To apply for this position, please submit your cover letter and resume to Alphonso@uppartnership.org.

About UP Partnership

UP Partnership, formally the P16Plus Council of Greater Bexar County, is a collective impact partnership that leverages data and coordinates leaders to drive equitable youth outcomes across San Antonio. For more information about our organization, visit our website at uppartnership.org.

UP Partnership is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.