



# Program Coordinator

---

For over 30 years, the Public School Forum of North Carolina has worked to shape world-class public schools through research, policy work, programs, advocacy, and continuing education for educators and policymakers. We are a nonprofit partnership of leaders from business, education, and government that makes significant contributions to K-12 public education in North Carolina. In addition to research and analysis in the public policy arena, the Forum has created and run numerous programs, including the North Carolina Teaching Fellows Program, the Beginning Teacher Leadership Network (BTLN), the NC Center for Afterschool Programs (NC CAP), the North Carolina Education Policy Fellowship Program (EPFP), and the NC Institute for Educational Policymakers. In the Fall of 2016, the Forum began hosting a weekly television program, *Education Matters*, which airs on WRAL-TV and UNC-TV's NC Channel.

The Forum seeks a **Program Coordinator** to support the programmatic and policy work of the organization. The Program Coordinator will work with Forum staff in the efficient and high-impact implementation of programs. He or she will support major Forum events, including our annual Jay Robinson Awards Gala, Eggs & Issues Breakfast, Color of Education Summit, and Synergy Conference. The Program Coordinator will also contribute to research and communications, as well as the Forum's social media presence and website.

In addition to these duties, the Program Coordinator is expected to contribute to other areas of the Forum's work as needed. Because of this, the Forum seeks a flexible, driven team player with a deep appreciation for education's transformative potential. This position reports to the Director of Policy & Programs.

This full-time position would be ideal for a recent graduate looking to make an immediate impact while building a strong network in North Carolina education policy and programs. The preferred start date for this position is mid-June 2019.

## **Job Responsibilities:**

- Support the Forum's programmatic and policy work including, but not limited to, BTLN, EPFP, NC CAP, Color of Education, and the NC Institute for Educational Policymakers.
- Coordinate and oversee Forum events, including our annual Jay Robinson Awards Gala, Eggs & Issues Breakfast, Synergy Conference, Color of Education Summit and regular Board and Membership meetings.
- Contribute to Forum communications, including our social media presence.
- Coordinate logistics for Board and Membership meetings, including the preparation of meeting minutes and meeting materials.
- Manage website development and updates.
- Other duties as assigned by Forum staff.



### **Qualifications: Candidate Profile and Experience**

- Commitment to and enthusiasm for the Public School Forum’s mission.
- Ability to operate with purpose, urgency, and accuracy in a fast-paced environment.
- Excellent organizational and relational skills; self-starter; exceptional attention to detail.
- Flexibility, drive, and willingness to work as a team player to meet organizational goals.
- Demonstrated ability to work on several simultaneous tasks and projects.
- Strong writing skills and effective communication skills.
- Computer, web, and social media proficiency. Experience with WordPress is preferred and interest/experience in graphic design or data visualization is a plus.
- Bachelor’s degree required.

### **Compensation**

This is a full-time position. The Public School Forum offers competitive compensation commensurate with experience, and a generous 401K retirement plan, personal leave policy, and term life insurance policy for employees. As a small non-profit the Public School Forum does not currently offer group health insurance.

### **Equal Opportunity Employer**

It is the policy of the Public School Forum to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law.

### **Applying**

Submit cover letter and resume to [jobs@ncforum.org](mailto:jobs@ncforum.org) with the subject line “Forum Program Coordinator.” Applications will be reviewed on a rolling basis. Direct any questions related to this position to Lauren Bock at [lbock@ncforum.org](mailto:lbock@ncforum.org).

Public School Forum of NC  
3725 National Drive, Suite 101  
Raleigh, NC 27612  
919.781.6833  
<https://www.ncforum.org>