



# Program Coordinator

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For more than 35 years, the Public School Forum of North Carolina has worked to advance equitable educational opportunity 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 runs multiple programs, including the NC Center for Afterschool Programs (NC CAP), the North Carolina Resilience and Learning Project, the North Carolina Education Policy Fellowship Program (EPFP), the Dudley Flood Center for Educational Equity and Opportunity (Flood Center) and the Rural Teacher Leader Network (RTLN). Since 2016, the Forum has hosted 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 operational, programmatic and policy work of the organization. The Program Coordinator will support major Forum events, including our annual Jay Robinson Education Awards Gala, Eggs & Issues Breakfast, Color of Education Summit, and Synergy Conference. The Program Coordinator will also support the Forum's development efforts, Board operations, communications, website maintenance, publications, and more. The Forum seeks a flexible, driven team player with a deep commitment to educational equity and opportunity.

This full-time position will provide the opportunity to make an immediate impact while developing an understanding of nonprofit operations and building a strong network in North Carolina education policy and programs. The preferred start date for this position is mid-August, 2021.

## **Job Responsibilities:**

- Provide overall support and organization for the Forum's team with a specific focus on development, Board relations, partnerships, and policy.
- Support the Forum's programmatic work including, but not limited to, EPFP, the Dudley Flood Center for Educational Equity and Opportunity, the Education Policy Network, NC Education Partners, and the Rural Teacher Leader Network.
- Coordinate and project manage Forum events, including our annual Jay Robinson Awards Gala, Eggs & Issues Breakfast, Color of Education Summit and quarterly Board and Advisory Board meetings.
- Contribute to Forum communications, including social media and our weekly Friday Report.
- Coordinate logistics for Board and Advisory Board meetings, including the preparation of meeting minutes and meeting materials.
- Manage and maintain the donor database ensuring that all information remains current and accurate and lead the gift entry and donor acknowledgement process.
- In conjunction with the Executive Director and Director of Strategic Partnerships, coordinate funding-related communications and help support grant application/reporting efforts.
- Draft and disseminate information about the Forum and opportunities to support the Forum's efforts.



- Manage website development and updates.
- Create graphics, presentation templates, publication designs, and other documents to support the Forum’s communications, development, policy, and engagement efforts.
- Project management of Board committees, partner meetings, and other partnership support.
- Other duties as assigned by Forum staff.

### **Qualifications**

- 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 Microsoft Office, WordPress, Twitter, Facebook, EventBrite, Zoom, Canva, iContact or other email/marketing software preferred.
- Donor database experience preferred. The Forum uses DonorPerfect, but experience with other databases is also helpful.
- Bachelor’s degree required.

### **Compensation**

This is a full-time position, and the starting salary range for this professional level averages between \$40,000 - \$45,000, depending on experience. The Public School Forum offers the following benefits: competitive compensation commensurate with experience, a generous 401K retirement plan; personal leave policy, term life insurance, and employer sponsored group health insurance with access to dental, vision, short and long term disability plans. The Public School Forum of NC is a 35 year old nonprofit organization and not a state employer.

### **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 a cover letter and resume to [jobs@ncforum.org](mailto:jobs@ncforum.org) with the subject line “Forum Program Coordinator.” Applications will be reviewed beginning July 30. Direct any questions related to this position to Rhonda van Dijk at [rvandijk@ncforum.org](mailto:rvandijk@ncforum.org).

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