



## **Program Coordinator (Contract Position)**

### ***Georgia Strategic Charter School Growth Initiative***

The State Charter Schools Foundation of Georgia (SCSF) is a 501(c)(3) nonprofit organization dedicated to supporting high-quality state charter schools serving children throughout Georgia by leveraging resources to help schools launch, build capacity, and grow. The SCSF supports schools authorized by the State Charter Schools Commission of Georgia (SCSC) by providing them with financial and technical support and resources for their students and staff. The SCSF is the charitable arm of the SCSC, a state agency.

The SCSF has been awarded a federal GEER II grant of \$4.1 million to launch the Georgia Strategic Charter School Growth Initiative (Charter Growth Initiative) in partnership with the State Charter Schools Commission of Georgia and the Georgia Charter Schools Association (nonprofit organization). The goals of the Charter Growth Initiative are to educate Georgians about charter schools and to support the creation of new charter schools in communities in the state without charter schools. The initiative will include a statewide communications campaign, technical assistance and fellowship program for new and replicating schools, and grants to schools.

For more information about the SCSF, see our website at [scsfga.org](http://scsfga.org).

### ***Position Description***

The Program Coordinator will work directly with the SCSF president focused on the following responsibilities:

- Providing overall administrative support for the Charter Growth Initiative.
- Managing accounts payable and accounts receivable for the GEER II grant.
- Managing the grant reimbursement request and tracking process, interacting with the Office of Planning and Budget.
- Ensuring contract compliance by vendors, partners, and sub-grant recipients.
- Preparing required reports for GEER II compliance and those requested by the Governor's office, SCSF board of directors and president, and SCSC.
- Assisting with newsletter articles, email communications, website updates, and social media posts related to the Charter Growth Initiative, including overseeing the collection and input of school data for the charter school locator.
- Managing the application process for the Charter Growth Initiative school cohort and grant programs.
- Assisting with the planning and administration of events, school visits, and other appearances related to the Charter Growth Initiative.
- Depending on the skills and competencies of the selected contractor, assisting with the development of training and presentation materials.

Activities can be completed at the contractor's choice of location. The SCSF maintains office space in downtown Atlanta, but work is typically completed in a remote work environment. The contractor must be available for in-person meetings in the Atlanta area and potential events throughout the state. The position is expected to require between 20 and 30 hours per week at a rate of \$45/hour (some weeks may require more or less time). Contractor must be available for meetings and communication during SCSF operational hours of 8:00 a.m. to 5:00 p.m. The expected end date for this contract position is September 30, 2023.

### ***Qualifications***

A qualified candidate is a professional with experience administering or coordinating grants or complex programs or projects. Preference will be given to candidates with experience working for nonprofit or government entities and administering federal grants. Qualified candidates should have a bachelor's degree and at least two years of work experience. In addition, candidates should have the following skills:

- Ability to work independently, taking initiative to complete goal-oriented tasks and projects.

## SCSF Program Coordinator p. 2

- Ability to manage accounts payable and receivable, including processing payments, compiling payment requisitions, and other tasks.
- Ability to track grant funds and manage the fund reimbursement process.
- Ability to compile easy-to-read reports and interpret
- Advanced proficiency with Microsoft Office applications.
- Proficiency with social media platforms, including Facebook, Twitter, and Instagram. Experience with WordPress preferred.
- Proficiency with or willingness to learn SM Apply and other software applications.
- Willingness to learn and solve problems.
- Strong verbal and written communication skills, with the ability to communicate with initiative partners, government officials, school leaders, program participants, and the general public.
- Attention to detail and dedication to excellence.

### ***Application Process***

Please submit a resume and cover letter explaining why you are interested in this specific opportunity. This letter will serve as a writing sample. Applications should be emailed to Michele Neely at [mneely@scsfga.org](mailto:mneely@scsfga.org). For more information about the SCSF, visit our website at <https://scsfga.org/>.