



Program Coordinator

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 carries out two main functions:

- Provides resources, technical assistance, donations, enrichment programs, and grants to state charter schools in Georgia
- Leads the Georgia Strategic Charter School Growth Initiative (funded with over \$42 million of federal GEER II and CSP State Entity grant funds), which includes subgrants and technical assistance to charter schools and networks in Georgia and a communications campaign about charter schools

For more information about the SCSF, see our website at scsfga.org.

Position Description

The Program Coordinator will work directly with the SCSF President & CEO, focused on the following responsibilities:

- Providing overall programmatic support for the Georgia Strategic Charter School Growth Initiative.
 - Manage Request for Applications process for subgrants
 - Lead communications and public relations, including maintenance of a mailing list and creation and distribution of newsletters and social media
 - Maintain the FindaGaCharter.org website
 - Respond to inquiries from the public
 - Coordinate and lead charter school information meetings
 - Lead efforts to coordinate charter school service providers and connect groups to providers
 - Assist with subgrantee relations
 - Provide support with all Charter Growth Initiative activities
- Managing fundraising special activities, including Donuts for Teachers and sponsorship opportunities.
- Managing school support/enrichment activities, including the Book Wagon, the Art of Connection art contest, and the Shining Star Teacher program.
- Coordinating webinar and technical assistance opportunities for schools.
- Coordinating donations and donated services/volunteer activities for schools.
- Maintaining the SCSF's website and social media sites.
- Compiling and publishing weekly email newsletter to schools and other communications to supporters.
- Assisting with SCSF activities and special events, including board meetings.
- Other duties as required to meet the needs of the SCSF.

Qualifications

A qualified candidate is a professional with experience administering or coordinating grants and/or coordinating complex programs or projects. Preference will be given to candidates with experience working for schools and/or nonprofit or government entities. 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.
- Ability to communicate effectively with the public, colleagues, government officials, and others.
- 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 a variety of 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. For more information about the SCSF, visit our website at <https://scsfga.org/>.

The SCSF will accept applications through June 2, 2023.

Everyone is encouraged to apply. The SCSF is an Equal Opportunity Employer, and we welcome all people into our organization.

Compensation & Benefits

The SCSF is offering a salary of \$62,000, with 20 paid days off per year, plus state holidays. As a small organization, the SCSF will offer limited benefits including a medical reimbursement allowance and access to a 403b retirement plan. Benefits will be added as the organization grows.

Most work will be completed at the employee's location of choice, and the team will work together in the Metro Atlanta area about one day a week. The SCSF will provide access to an office space and necessary equipment. The SCSF offers flexible scheduling to be determined by the employee and supervisor.

This position is partially funded by federal grants, and the employee shall be required to maintain and certify time and effort logs.

The SCSF is a Drugfree Workplace and participates in E-Verify.