



NATIONAL ALLIANCE OF CONCURRENT ENROLLMENT PARTNERSHIPS

JOB ANNOUNCEMENT

Position Title: Program Development Coordinator

Position Type: This is a full-time position working remotely. Approximately 20+ days of work-related travel is required annually

Closing Date: April 30, 2024 or Until Filled

POSITION OVERVIEW:

The Program Development Coordinator plays a crucial role in supporting and coordinating targeted grant projects and overall member engagement for NACEP (National Alliance of Concurrent Enrollment Partnerships). Reporting to and collaborating closely with NACEP's Director of State Engagement, the Coordinator focuses on advancing equitable access to quality concurrent enrollment nationwide through four key areas:

Grant Projects Coordination:

- Providing project coordination and content expertise for grant-based, state-level projects.

Volunteer Activities Coordination:

- Facilitating and organizing volunteer engagement initiatives within the organization.

NACEP Affiliated Chapter Support:

- Providing assistance and support to NACEP's affiliated chapters.

Professional Development Activities Support:

- Assisting in the coordination and facilitation of professional development activities that align with NACEP's goals.
- Assisting the NACEP Leadership Academy. Developing and sharing resources to benefit the field of dual and concurrent enrollment.
- Providing assistance during NACEP virtual and in-person events.

POSITION RESPONSIBILITIES:

- **Grant Projects Coordination-** This position coordinates assigned grant projects from inception to closeout, including leading working groups and assisting with project deliverables through outreach and other activities.

- Coordinating state-focused activities for assigned grant projects to include compliance with grant requirements and deadlines to ensure accurate and on-time compliance with grant requirements
- Build relationships and work in collaboration with stakeholders and sub-grantees to advance the goals of the participants and the grant projects
- Responsible for participating in proposal review and recommendation activities, as well as post-grant monitoring and evaluation when appropriate
- **Volunteer Activities Coordination** - This position assists in coordinating and supporting NACEP projects. Some activities are on an as-needed basis, and others are standing commitments. Many projects involve working closely with other NACEP staff and/or volunteer leaders on NACEP Commissions.
 - Coordinate Leadership Academy, in coordination with the Engagement Commission
 - Develop, design, and manage activities of NACEP's Leadership Academy
 - Recruitment outreach, develop activities and solicit experts/presenters, schedule meetings, find and match mentors, communicate with applicants, those inducted, and past participants, and assist with recognition activities.
 - Coordinating activities (roundtables, focus groups, pre-conference and conference sessions, webinars, etc.)
 - Create or support the creation and curation of resource materials, tools, and publications (summaries, reports, briefs, blogs, etc.) that foster the field of dual and concurrent enrollment
 - Work with the four NACEP commissions to support that work through resources and professional development activities.
- **NACEP Affiliated Chapter Support** - Work collaboratively with the Director of State Engagement to support state and affiliated chapters in implementing professional development initiatives to help chapters align their activities with NACEP's overall mission and work to support the field.
 - Assist with ongoing chapter activities and membership
 - Assist with developing new chapters
- **Professional development activities support**—Work in coordination with other NACEP staff to augment service to members and volunteers by creating, sharing, and promoting resources that are valuable to the field of dual and concurrent enrollment.

- Work with NACEP staff members to develop and execute targeted professional development programs and related resources aligned with the specific needs of NACEP constituent groups
- Assist with planning, coordinating, and facilitating in-person, virtual, and other professional development events, including webinars, NACEP's national pre-conference workshops and conference sessions, the Washington Policy Seminar, Quality Institutes, Accreditation Institutes, etc.
- Implement evaluation mechanisms to assess the effectiveness of professional development programs.
- Conduct comprehensive needs assessments to identify professional development needs and resources for NACEP members and the broader dual and concurrent enrollment community.
- Establish and nurture partnerships with internal teams, NACEP members, stakeholders, external groups, and experts to broaden the scope and impact of professional development opportunities.
- Collect feedback from participants and leverage data-driven insights to enhance and refine initiatives continuously.
- Stay abreast of trends in the field, educational research, and best practices to enhance the quality and relevance of professional development offerings.

ESSENTIAL COMPETENCIES

Knowledge of the Field: A demonstrated knowledge in the field of dual and concurrent enrollment, including experience with program advocacy and engagement.

Ownership: A commitment to driving projects from initiation to completion. Ability to design, implement, sustain, and maintain multi-stage projects that engage various stakeholders consistently and intermittently.

Mission Mindset: Demonstrates a steadfast dedication to fostering equity, diversity, and inclusion within the realm of dual and concurrent enrollment and through NACEPs work.

Autonomous and Proactive: Proficient in independent work, adept at time management, and consistently meets internal and external deadlines. Exhibits self-motivation and initiative, fostering collaboration, responsiveness, and productivity in all endeavors.

Accountable: Demonstrates responsibility for actions and outcomes, ensuring adherence to timelines and deliverables, particularly in remote work environments.

Team Player: Works effectively with colleagues and stakeholders, fostering a positive and inclusive work environment. Demonstrates flexibility and willingness to support team goals, valuing diverse perspectives and contributions.

QUALIFICATIONS

- Education: Bachelor's degree in a relevant field; advanced degrees or certifications related to project management or education policy are advantageous but not required.
- Knowledge: Understanding of dual and concurrent enrollment programs, including advocacy and engagement strategies.
- Experience: Prior project coordination experience, preferably in grant-based environments, with familiarity in volunteer engagement and professional development activities.
- Skills: Strong organizational, communication, and project management skills and familiarity with online tools and platforms. Competent writer and editor, ideally including grant writing and technical writing.
- Attitude: Proactive, autonomous, and collaborative approach, commitment to advancing equitable access to quality concurrent enrollment programs.
- Responsibility: Demonstrated accountability for project outcomes and deadlines, including adaptability to remote work environments.
- Collaboration: Team player mindset with flexibility and willingness to support team goals, valuing diverse perspectives and contributions.

COMPENSATION & BENEFITS:

- Salary range for the position is \$42,000 - \$49,000
- NACEP has sponsored health, dental, and vision benefits
- NACEP provides \$700 to a Flexible Spending Account
- \$600 in annual technology reimbursement to support remote work
- A \$500 annual stipend for professional development
- Reimbursement for TSA Pre-Check
- Paid Time Off (PTO): NACEP offers generous PTO that increases with seniority and job performance

APPLY TO:

Please submit a cover letter of interest and a resume to careers@nacep.org.