



ADMINISTRATIVE & PROJECT COORDINATOR

Exemption Status: Full-Time, Non-Exempt, Salaried

Salary Range: \$45,000 – \$50,000 (eligible for overtime)

ORGANIZATIONAL OVERVIEW

Educare DC is growing to serve over 300 children from birth to five years – and their families – through our state-of-the-art center and through community partnerships. Building on the program foundations of Early Head Start and Head Start and accredited by NAEYC, Educare DC promotes school readiness by implementing effective programming aimed at preventing the development of an achievement gap in the early years. Educare DC is part of the 23-school Educare Learning Network that serves as a platform for broader change, inspiring high-quality programs in communities, improving public policies within each state, and demonstrating a comprehensive, research-based approach to the first five years of life and learning. Educare draws on a blend of private and public dollars, including child care, Early Head Start, Pre-K, and other state and federal funding streams.

POSITION OVERVIEW

The Administrative & Project Coordinator is a highly visible position in the organization, serving as the primary point of contact, and administration and project support for the Executive Director and the Deputy Director. This position sits at the very center of the organization, and will have a significant impact on the efficiency and effectiveness of Educare DC's leadership and organizational performance. The Administrative & Project Coordinator will have regular contact with and represent Educare DC to public officials, donors, board members and key partners, as well as to staff colleagues and families within the Educare community. The person in this position will need to be highly organized, an excellent communicator, and possess outstanding judgment to prioritize strategic and administrative needs in a fast-paced environment of continuous learning.

REPORTING RELATIONSHIPS

- The Administrative & Project Coordinator reports directly to the Executive Director and the Deputy Director.

MAJOR RESPONSIBILITIES AND KEY TASKS

Administrative Support for Executive Director and Deputy Director (40%)

- Maintain, review, and revise Outlook calendars and contacts.
- Schedule both internal and external meetings including tours, and maintain effective communications with key staff members and external contacts regarding schedule.
- Manage incoming and outgoing communications, including telephone calls, daily mail, and email as requested.
- Manage and coordinate meetings, workgroups, committees and special events, including agenda creation, planning, research, development of meeting materials, communications, and meeting logistics (e.g. location, caterers, etc.).
- Assist with follow-up tasks related to their job responsibilities and the growth and development of Educare.



- Schedule and coordinate travel and travel arrangements.
- Compose, edit and distribute written reports, presentations, minutes, and other materials.
- Establish and maintain a filing system for record retention, retrieving and updating of files.
- Respond to inquiries and requests for information in relation to the program in a professional manner.
- Provide general administrative support including compiling and submitting expense reports, generating occasional social media posts, and other supports.
- Maintain a high level of confidentiality and discretion regarding sensitive information.

Board Management (25%)

- Serve as primary administrative contact for the Board of Directors related to meetings, special functions and other information.
- Compile, edit and distribute materials for board meetings, retreats, and orientation.
- Manage logistics for board meetings, annual dinner, retreat and orientations including location, speakers, materials, caterers, and other requirements.
- Provide organizational information and administrative support to the Chairman and Vice Chairman of the Board.
- Organize and maintain the Board of Directors historical files.

Project Management (20%)

- Execute special projects, including collecting and gathering resources and data from internal and external sources, and other research. Research may include market analysis, competitive review, child data assessments, cost studies, or evaluation reviews.
- Coordinate the development and implementation of certain new initiatives, defining scope, priority, timetable and deliverables. Manage and collaborate with other staff as appropriate.
- Manage, create and edit written products, materials, reports and budgets, related to special projects or new initiatives, as needed.
- Lead annual culture survey process, including data collection, evaluation and debrief.
- Compile annual goals with departments, and lead process for mid-year review and end of year goal vs. actual analysis.

Organizational Engagement and Collaboration (15%)

- Provide administrative support to and promote smooth communications within the senior executive team, by scheduling meetings, compiling agendas, preparing materials, and monitoring follow-up.
- Collaborate with departments to use and monitor compliance calendar and ensure clear communications of upcoming deadlines, priorities and related activities.
- Facilitate inter-departmental communication using technology tools, reminders and relationships.



- Build, implement and maintain systems to support leadership staff and teams in achieving strategic goals and priorities.

Other

- Perform other duties as assigned within the scope of the position.

EDUCATION AND EXPERIENCE REQUIREMENTS

- Three years of experience, with progressive responsibilities in various aspects of administrative capacity. Experience supporting a high-level executive is preferred.
- Bachelor's Degree required.
- Experience in a fast-paced education environment is a plus.

ADDITIONAL JOB REQUIREMENTS

- Clearance of background checks as required by local, state and federal regulations.
- Physical examination and diagnostic tests as required by local, state and federal regulations.
- A bi-annual physical exam, drug screen and TB test are required as a condition of continual employment.

REQUIRED SKILLS AND ABILITIES

- Advanced proficiency with Microsoft Office and ability to learn and master other computer technology /software programs as needed. Good command of Internet usage and experience using general business office equipment.
- Organized thinker, with exceptional attention to detail.
- Demonstrated timely follow-through and ability to work at a rigorous pace, concentrate on multiple tasks simultaneously, meet deadlines, and remain flexible and adaptable to changing needs and priorities.
- Outstanding verbal (including professional telephone skills) and written English communication (including grammar and punctuation).
- Strong interpersonal skills, with ability to promote and maintain effective internal and external communication with a diverse staff and external constituents. Ability to communicate and respond in a manner that consistently demonstrates respect, concern, and responsiveness.
- Ability to work both independently and collaboratively in a team environment.
- Ability to develop and maintain files and filing systems. Experience managing executive calendars.
- Reliable and discrete in handling confidential information and materials.
- Ability to work flexible hours.

ESSENTIAL JOB FUNCTIONS

- Advanced command of the English language and grammar, both verbal and written.



- Visual and auditory acuity within professionally determined normal ranges, with correction if needed.
- Manual dexterity sufficient to operate a computer and office equipment, including, but not limited to, the telephone, fax machine, copier, and tape recorder.
- Must be able to lift 40 pounds.
- Must be able to travel.
- Must be able to enter and exit a vehicle without assistance and withstand exposure to adverse weather conditions.
- Experience working successfully with a culturally diverse staff and clients.
- Regular attendance is a necessary and essential function.
- This position may work 40 or more hours per week.

For additional information on Educare DC and Educare schools, please visit www.educaredc.org and www.educareschools.org.

The pay range is \$45,000-\$50,000 with likelihood of some overtime, commensurate with experience. Educare DC offers a competitive benefits package that includes medical, dental and vision insurance, retirement accounts with company match, paid leave, and more. Educare DC is proud to be an equal opportunity employer. Diverse candidates are encouraged to apply.

Submit your resume via e-mail to jobs@educaredc.org with “Admin & Project Coord” in the email subject line. If your email subject line does not have the position title listed, Educare may not consider your application.