



SPECIAL PROJECTS COORDINATOR JOB DESCRIPTION

PAVE Overview

PAVE (Parents Amplifying Voices in Education) is a non-profit corporation whose mission is to connect, inform, and empower parent leaders to give families in DC a voice and choice in the vision for education in our city. In the vision of PAVE, parents are partners and leaders in developing a diversity of safe, nurturing, and great schools for every child in every ward and community.

PAVE is dedicated to creating an environment where the vision for education in DC is not created for children and families but rather with children and families, shifting and changing the dynamics of power in our city so that communities and parents are partners in creating great schools in DC. PAVE intentionally and constructively asks parents to engage in education policy in DC, creates opportunities for parents to lead and advocate, helps parents to understand the system, builds relationships between parents and those who are making and influencing the education landscape in DC, and advocates on behalf of great school options and equitable supports for all children, regardless of sector.

The Role

Reporting to the Chief of Staff, the Special Projects Coordinator is an integral part of the PAVE team, providing essential support to the senior management team and the organization as whole. The Special Projects Coordinator will focus on operations, infrastructure, systems, event planning, and programming initiatives that support and advance PAVE's mission.

Responsibilities:

Operations and Organization Infrastructure

- *Organization Infrastructure*
 - Research and develop organizational systems with Chief of Staff
 - Assist in development and refinement of operations manuals and policies
 - Support with planning and logistics for staff outings, retreats, and activities
- *Day-to-Day Operations*
 - Oversee office inventory, supply orders, and logistics around materials and space requests
 - Manage info@dcpave.org calendar and monitor email for general inquiries to the organization
 - Coordinate and support with all-staff and internal meetings and Board meetings
 - Support with basic IT (email, calendars, etc.) and communicate with technology support as needed



Database Management and Technology

- *Salesforce*
 - Oversee database and carry out ongoing audits to ensure quality
 - Provide ongoing updates regarding organization goals and grant metrics
 - Carry out system administration to adjust database format and tracking as needed
- *Wordpress*
 - Design new webpages
 - Ensure ongoing updates to www.dcpave.org (webpages, news and updates, calendars, event pages)

External Programming

- *Meeting Planning and Support*
 - Prepare dissemination materials in anticipation of and following PAVE events (PLE Board Meetings, House and Research Meetings)
 - Attend meetings and record conversations; edit notes for public dissemination
 - Oversee scheduling and follow-up for house meetings and PAVE events
 - Support Community Organizers during community fairs and events

Event Planning

- *Event Planning and Support*
 - Support with logistical planning for PAVE events including, but not limited to: the PAVE Parent Policy Summit, elected official breakfasts and luncheons, and panels
 - Maintain relationships with vendors (catering, childcare, rentals)
 - Develop event work plans and timelines with Chief of Staff and support event execution (registration, tech support, set-up and breakdown)
 - Operate within set event budgets, ensuring maximum use of resources; provide ongoing updates on budget to Chief of Staff and Executive Director

Assist the Chief of Staff in other matters as identified and assigned.

Qualifications

The Special Projects Coordinator will be thoroughly committed to PAVE's mission. The Special Projects Coordinator should have a background in education, non-profit work, and/or start-up environments. Concrete demonstrable experience and other qualifications include:

- 1-5 years of work experience; AmeriCorps alumni are encouraged to apply;
- Unwavering commitment to quality programs and data-driven program evaluation;
- Previous experience planning community events and managing budgets for events;



- Advanced proficiency in a range technology-based platforms and processes highly preferred, including, but not limited to: Microsoft Office (Word, Excel, Powerpoint); Wordpress; MailChimp; Asana; Google Apps; Salesforce;
- Outstanding attention to detail and deadlines, particularly around data entry, data analysis, and copy editing;
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills;
- Ability to multi-task and prioritize in fast-paced, start-up environment;
- Ability to work independently and in collaboration with diverse groups of people; and
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed.