



Assistant Director of Programs

Department: Programs

Status: Exempt

Education: Bachelor's Degree or higher

Reports to: VP of Operations and Programs at Pinellas Education Foundation

Description:

The Pinellas Education Foundation is dedicated to accelerating achievement for all students through the effective mobilization of resources, relationships and innovation. The Foundation has been in existence for 32 years and regularly achieves national recognition as a leading education foundation in the country. Some of our signature programs include Enterprise Village and Finance Park and Take Stock in Children, which are all initiatives that got their start in Pinellas County Schools and expanded through partnerships to statewide and international impact. Pivotal to our success is our commitment to equity, collaboration, and innovation. It is through the combination of a commitment to our vision and mission, an effective board, strong staff, and key community partners that the Foundation continues to thrive and maintain high levels of success.

The Assistant to Director of Programs at the Pinellas Education Foundation serves as a key member of the program team and demonstrates and reflects an understanding of and commitment to the mission and core values of the Foundation with a primary focus on preparing students for multiple pathways after high school. S/he is responsible for assisting with the implementation of programs and supporting a dedicated corps of volunteers that work in partnership with the Foundation. The program function includes responsibility for program management, volunteer coordination, meeting and event organization and collaboration with external partners, including but not limited to the school district.

Responsibilities include but not limited to:

- Assist with the implementation of Foundation initiatives with a primary focus in the area of preparing students for multiple pathways after high school to include career technical education and college and career readiness.
- Define project scope, timelines, goals and deliverables that support Foundation goals in collaboration with senior management.
- Plan and schedule committee meetings, site visits, other programmatic meetings and produce minutes/notes/reports
- Track project milestones and deliverables as needed.
- Estimate the resources needed and monitor projects to achieve project goals.
- Promote and implement programs (Future Plans, traditional scholarships, NGE/NGT, TSIC and others identified) that align to improve high school students' college and career readiness

- Assist with the creation of new initiatives aligned to the Foundation's outcome areas
- Represent the Foundation in project meetings and community conversations about college and career readiness
- Work with staff and students who are in any of our programs and provide guidance to help ensure students are working toward college and career readiness.
- Conduct research, gather and analyze data and as needed, prepare PowerPoint presentations, reports, surveys and status updates. This may include other programs and initiatives as deemed by the CEO and Board of Directors.
- Support the VP of Operations and Programs with grant and impact reporting.
- Work across departments to support efforts around program finance, communications and fundraising.

Skills/Attributes:

Self-starter with strong project management, decision-making and problem-solving competencies. Excellent interpersonal and relationship-building skills. Solid written and verbal communication abilities with a strong emphasis on listening and processing information. Knowledge of Microsoft Office programs.

Experience Required:

- Working knowledge of K-12 public education, especially with experience in college and career readiness
- College degree and 5-7 years of relevant experience, or a combination of education and experience that demonstrates specialized experience, skills and knowledge.

Physical Demands:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

Work Environment:

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

Interested applicants may email (HR@pinellaseducation.org) cover letter, resume and salary expectations. Please include the words, "Assistant Director of Programs " in the subject line. No phone calls will be accepted.