



Pinellas Education Foundation

Job Title: Assistant Director of Programs

Department: Programs

Reports To: VP of Educational Impact

Salary Status: Exempt

Job Description: The Assistant Director of Programs at the Pinellas Education Foundation serves as a key member of the program team. S/he demonstrates and reflects an understanding of and commitment to the mission and core values of the Foundation with a primary focus on student achievement and 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:

- Assist with the implementation of Foundation initiatives with a focus in the areas of student achievement and 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 and monitor projects to achieve project goals.
- Promote and implement programs (Future Plans, traditional scholarships, NGE/NGT, Teacher Grants, TSIC and others identified) that align to improve students' academic achievement while providing supports for them to pursue multiple pathways after high school.
- 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.
- Work across departments to support efforts around program finance, communications and fundraising.
- Support the VP of Educational Impact with grant and impact reporting.
- Other duties assigned by the VP of Educational Impact

Educational/Experience: College degree preferred and 5-7 years of relevant experience, or a combination of education and experience that demonstrates specialized experience, skills and knowledge. Working knowledge of teacher and student experiences in public education.

Skills: Strong interpersonal, organizational, and writing skills. Proficient in Microsoft Office software (Word, Excel, Access, Power Point), online database management and Windows.

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 candidates should email their cover letter and resume to
lisa.fasting@pinellaseducation.org**