

Project Success Job Opening *Schools & Family Partnerships Coordinator*

We are looking for a Schools & Family Partnerships Coordinator to join our growing team at Project Success. Project Success is a youth development nonprofit organization that helps students connect their purpose. We work with more than 16,000 6th-12th grade students and their families in the Minneapolis School District and have more than 100,000 alumni around the world. Learn more at projectsuccess.org.

The Schools & Family Partnerships Coordinator supports the Director of Schools & Curriculum in their management of partnerships and communication with all Project Success school partners, the MPS district, and community partners and stakeholders. They build relationships with Project Success students, families, schools, and broader community. They gather student, family, community voice and feedback to bring to the Programs Team to incorporate into programming decisions and plans. They promote programs and communicate opportunities to students, families, schools and report back on student involvement in programs to schools and the broader community.

This role will require strong communication skills, the ability to establish and maintain relationships with schools and community partners, and a deep commitment to breaking down access barriers for student and family participation in programs. Our ideal candidate has experience with public schools and the Minneapolis community, has excellent communication skills, and is excited to build relationships and share programs with students and families.

This role will report to the Director of Schools & Curriculum and will interact with the Programs team, school and community partners, and students and families.

Core Responsibilities

Administrative Support for Director of Schools & Curriculum (40%)

- Drafts, edits, and sends emails to partners with the Director of Schools & Curriculum
- Help with scheduling and preparation for meetings with Principals, school partners, and community members for Director of Schools & Curriculum
- Keep files and records for each school, electronically and hard files

Communications (30%)

- Work with Director of Schools & Curriculum on all communications with Principals, including on contracts and fees
- Develop a monthly programs update and report for each Principal at each school
- Capture and tell the story of students that participate in our programs with their respective schools and the broader community
- Support communications internally to all staff with updates on our programs
- Work with Development & Communications team, Director of External Programs & Operations, Database Manager, and Program Managers to create end of year school reports for each Principal and for the District

- Work with Development & Communications team to provide stories and ideas for social media
- Work with Development & Communications team to create promotional and marketing materials that meets the needs of the community

Relationship-Building (30%)

- Develop relationships with all community liaisons and PR teams at partner schools
- Attend various school events throughout the year to promote Project Success, to learn about the school communities, and to gather feedback from students and families
- Inform Director of Schools & Curriculum, Director of External Programs & Operations, & Program Managers on insights being learned in conversations with students, families, and community
- Build and maintain relationships with community groups and organizations that represent the students and families we serve
- Serve as an ambassador to communities to share Project Success programming, capture requests and needs of community, and ensure community voice is involved in program decision-making
- Initiate communications and foster relationships with new and potential community and school partners
- Meet and attend district-level meetings, alongside Director of Schools & Curriculum

Minimum Qualifications

- High school diploma required, Bachelor's degree preferred and if no Bachelor's degree, then 4 years of similar experience or a combination of training, education, and experience that provides the required knowledge and abilities
- Culturally competent and understands how to engage with students and families from a wide variety of experiences, socioeconomic, racial/ethnic backgrounds
- Strong knowledge and understanding of the inner workings of public schools
- Strong commitment to and alignment with the mission and goals of Project Success
- Organizational skills a must; considerable juggling of schedules and ability to pivot is required
- Strong work ethic; originality, and initiative are important as well as the ability to work quickly and efficiently, in fast paced environment with competing priorities
- Proficient in Microsoft Office (Excel, Word, Outlook, PowerPoint)
- Familiar with social media platforms
- Tech-savvy, willing to learn a skill needed to communicate out to families
- Must have reliable transportation and a driver's license
- Ability to routinely handle objects weighing up to 25 lbs. and on occasion may be expected to lift objects weighing up to 50 lbs.

Position Details

This position is a full-time, salary exempt position, with a typical work week of 40 hours per week usually falling within 8AM-6PM Monday – Friday, but including evenings and weekends and a varied schedule to attend community events.

The compensation package includes the following:

- Annual salary range: \$36,000 to \$38,000
- Generous paid time off, including PTO days, sick days, and paid holidays
- Excellent Health Insurance (*PS pays 100% of the monthly premium rate*)
- Dental, Short-Term Disability, and Life Insurance (*PS pays 100% of the monthly premium rate*)
- SIMPLE IRA retirement plan with match
- Free parking at the PS office in lot and on adjacent streets

To Apply

Please email the following to apply@projectsuccess.org, addressed to Laura Garcia, Director of Schools and Curriculum:

- Resume
- Cover Letter
- Where you heard about us and/or found the job posting

To learn more, visit: https://www.projectsuccess.org/news_events/job_openings/

Project Success is dedicated to building a diverse and inclusive team. We strongly encourage candidates from a wide variety of backgrounds and experience levels to apply!