

Job Title	Project Coordinator
PVN ID	ME-1807-002581
Category	Administrative Services
Location	MEDGAR EVERS COLLEGE
Department	Pipeline Initiative
Status	Part Time
Annual Salary	\$25,000.00 - \$30,000.00
Hour(s) a Week	0.00
Closing Date	Jul 19, 2018 (Or Until Filled)

General Description

The MEC Pipeline is quickly expanding to better meet the needs of the students of the Pipeline schools and ensure their college readiness. While the Pipeline office is guiding this work at a high level, the build out will require several hundred hours of strategic planning, event planning, content creation, and project management to ensure all parts of the academy are built to specifications and are of high quality.

The Pipeline is seeking to hire a Project Coordinator, who will work with key Pipeline staff and members of the Department of Education, to begin building out the initial pieces of the new programs and partnerships.

Other Duties

- Coordinate Pipeline meetings and conferences throughout the year
- Act as a liaison between the Pipeline and it's partner schools for acquiring data and information as needed and communicating critical Pipeline information to the correct school leadership
- Developing a communications strategy for ensuring quality communication between Pipeline, schools and other MEC departments is sustained and high quality
- Participate in and coordinate meetings for various programmatic steering committees
- Plan a calendar of meetings and thematic topics for the steering committee
- Coordinate the planning and scheduling of events for the conference day including comments from MEC leadership and presentations about the Pipeline
- Create written media to support roll-out and development of programs
- Organize a resource guide of MEC opportunities to distribute to participants and other stakeholders
- Research, design and create additional materials to be distributed including but not limited to:
 - Resources at MEC available to schools such as MEC Centers, events, community programs and other initiatives
 - Informational materials about child development and parenting strategies
 - "Time sensitive" documents about events going on over the next 60 days that Pipeline looks to

generate parent attendance

- Design subsequent events for Pipeline per outcomes and recommendations of Steering Committee
- Develop a psycho-metric survey / needs analysis to distribute to schools to assist in continuous improvement of academy design and aid in the analysis of results, making recommendations to the Pipeline about next steps for design and build-out
- Other duties as assigned

Qualifications

- Strong written and verbal communication skills
- Experience working with public school administration
- Excellent organizational and project management experience
- Experience with event planning
- Experience with strategic planning