

Project Coordinator, National Center for Rural Education Research Networks

Harvard Graduate School of Education

Overview

At the Center for Education Policy Research at Harvard University (CEPR) our mission is to transform education through the power of quality evidence. We believe that if we want to dramatically improve educational outcomes for all children, evidence must play a critical role.

The Project Coordinator will be joining our team and supporting a network of rural school districts in New York and Ohio to pilot and test interventions to reduce student absenteeism and improve college readiness and college enrollment. The Project Coordinator will be a core member of the staff working on the National Center for Rural Education Research Network (NCRERN). S/he will also work (and receive support from) the Proving Ground team.

Duties & Responsibilities

The Project Coordinator will support NCRERN's Director by performing a range of complex and confidential administrative and programmatic duties. S/he will communicate with and provide updates and support to the rural districts that are part of the NCRERN network. S/he will also work closely with other Project Coordinators on the Proving Ground team to help support and collaborate on a variety of joint projects and activities. S/he will be responsible for anticipating and resolving problems and updating his/her supervisor on the status of projects. S/he will also help ensure clear communication across the project team. S/he may oversee the work of support staff, students, and temps. Specific duties include the following:

Event Management (40%)

- Plan and coordinate the logistics for all meetings related to NCRERN including: state site visits, district visits, annual convening, and other meetings as required. Specific responsibilities include but are not limited to: identifying, recommending and arranging meeting space that meets programmatic requirements, arranging travel, coordinating AV and technical requirements, and arranging food and activities for participants. This work must be completed within a predetermined budget.
- Closely collaborate with other Project Coordinators to successfully execute NCRERN meetings and conferences.
- Work with Proving Ground and NCRERN Directors to support the development of meeting content and collateral (e.g., agenda, tools, training guides, etc.).
- Travel to support execution at NCRERN events and, as needed, Proving Ground events. Supporting with execution could also include taking notes.

General Project Support (60%)

- Serve as a point of contact for partners, especially on all things related to NCRERN's conferences and meetings. Provides for smooth day-to-day flow of communications within the Proving Ground/NCRERN team and NCRERN partners.
- Support with logistical management of internal and external project meetings (e.g., state partner check-ins, analytic meetings, advisory board, etc.)

- Support with partner travel and reimbursements, including understanding and consistently implementing Harvard's finance and travel policy.
- With NCRERN Director, coordinate webinars that deliver content and/or serve as a time for partners to collaborate and solve problems together.
- Draft, edit and prepare correspondence and other material related to NCRERN as required by the NCRERN or Proving Ground Directors, including bi-weekly newsletters to all partners.
- Conduct research (e.g., literature reviews, policy reviews, etc.) and summarize relevant information.
- Maintain NCRERN website and materials on Canvas for partners.
- Utilize software programs to design surveys and database reports.
- Assist in externally communicating about the project through social media, press releases, etc.
- Assist in preparation of grant proposals and annual reviews; may provide policy interpretation on grant parameters.
- Other duties as assigned.

This position is a term appointment for one year from the date of hire, with a strong possibility of continuation. The NCRERN project has five years of funding from the federal Institute of Education Sciences.

Basic Qualifications

- Associates degree and 3 years of experience,
- Prior program/ project coordination experience.
- Candidates wishing to be considered must submit a resume and cover letter.
- All candidates invited to the in-person interview will be asked to complete an on-site activity / task.

Additional Qualifications

- Excellent interpersonal and communication skills required.
- Ability to prioritize work in an environment with multiple and conflicting interests.
- Ability to work independently with minimal supervision.
- Ability to handle complex and confidential information with discretion.
- Competency using a variety of computer programs, especially Microsoft suite and Google docs.
- Bachelor's degree preferred.
- Experience working with (or in) education or the public sector, particularly in rural education, preferred

Additional Information:

Please submit a cover letter and resume with your application.

We regret that the Harvard Graduate School of Education does not provide Visa sponsorship. All candidates must apply through the Harvard Careers website.