



“Students as Leaders” Coordinator

Job Description:

We are looking for a competent “Students as Leaders” Coordinator to undertake a variety of administrative and program coordination tasks to support COABE’s growing “Students As Leaders” programming, including our award winning Ambassador Initiative. You will help in planning and organizing programs and activities as well as carry out important operational duties related to Ambassadors and Student Engagement. This position will require remote work with existing office infrastructure at your home.

To be an excellent program coordinator, you must be organized and detail-oriented, comfortable working with diverse teams, and comfortable working remotely. The goal will be to facilitate the effective coordination of the “Students As Leaders” Programming including the Ambassador training according to the organization’s standards. This position will report to the CEO and communicate regularly with the Students As Leaders Taskforce. ***This is a one year grant funded position that is reliant upon annual renewal for subsequent years.***

Adult learners and graduates are encouraged to apply.

Job Duties:

- Be the main point of contact for “Students As Leaders” questions and recruitment
- Develop and maintain a shared project and record keeping system
- Communicate with and track all Ambassadors and teams via email, phone calls, and app
- Assist in COABE National conference duties including registration of students and Ambassador teams
- Supporting the “Students as Leaders” conference strand workshops and networking event
- Do all student engagement app work: sign in help, setting up classes/students, training others on app, push content and messages, follow up with teams on app related concerns/usage
- Maintain “Students as Leaders” communications, Student Leadership refreshers & webinars, follow-up communications with Ambassadors, and report to the CEO on accomplishments
- Develop a robust social media presence promoting student leadership and engagement at all levels

- Maintain an active list of trainers available to do state-based, national, and virtual training sessions and support them with regular outreach
- Coordinate conference training logistics (food, room scheduling, events, printing, etc.,)
- Maintain a portfolio of Ambassador Training platforms including a pre-conference training option; coordinate all relevant logistics (food, room scheduling, events, printing, etc.,) as necessary
- Keep a list of Ambassador trainers up-to-date and communicate with them about training requests/needs and provide updates for Ambassador map
- Assist with “Programs Succeed When Learners Lead” incentive grant initiative
- Assist with Adult Learner membership recruitment and retainment, including outreach to local programs and ongoing assessment of student engagement in adult learner focused initiatives
- Write adult learner focused marketing and promotional material for COABE Connects, stand alone eblasts, websites, and other outreach mechanisms
- Increase ambassador engagement on the Empowerment Portal and encourage mentoring via the portal
- Increase adult learner engagement during Advocacy April and Adult Ed and Family Literacy Week by working with multiple sectors
- Complete any additional duties as assigned

Preferred skills:

- Past experience coordinating projects or programs remotely
- High School Diploma/ HSE required, some college preferred, or similar skills and experience with duties above
- Attention to detail
- Comfort with online/virtual communication
- Excellent communication and customer service skills
- Excellent technology skills, including 1-3 years of experience with technology, including MicroSoft Office Suite and Google. This includes owning a computer and having internet service for virtual/online work
- Developing and making presentations
- Ability to manage and maintain App for students
- Leadership experience, training experience, potential to be a trainer is a plus
- Organizational skills
- Event planning skills

Average of 10 hours per week.

Pay details: Rate of pay is \$30 per hour and payment is capped at \$15,000 per year.

Reports to: CEO

Resume and cover letter should be sent to lindseylord@coabe.org by 8/15/22.

Updated 7/29/22