



Program Administrative Coordinator

At CTE Foundation, we're not just changing education. We are changing lives through our mission to innovate the education-to-career experience to strengthen student's lives, our community and the workforce. Join us and be part of a community of passionate changemakers building a future where education is relevant, skills are valued and young people have a chance to thrive in Sonoma County.

Career Technical Education (CTE) Foundation is seeking a Program Administrative Coordinator to help keep things running smoothly at our fast-paced nonprofit organization.

Reporting to the Vice President of Impact & Investments, the **Program Administrative Coordinator** is a dynamic individual serving as a versatile "multi-tasker extraordinaire." The role requires someone who can showcase and build their administrative, communication and project management skills to support the programmatic work and operational efficiency of the organization. This is a role for someone who is as comfortable diving into a database workflow project as they are drafting a promotional email for an upcoming meeting; someone tech-savvy and creative; someone who doesn't always know the answer but is willing to seek out the answer.

We have a commitment to diversity at CTE Foundation. Education is a universal concern and we need people from all backgrounds and experiences to help innovate our education system and ensure equitable access to quality, career-connected learning experiences for all students. We are deliberate about the kind of team and culture that we are building, seeking team members that are strong in their own aptitudes and also share CTE Foundation values of equity, empowerment, engagement and entrepreneurial mindset.

Primary Duties

Programs Support (70%): Coordination of activities that support schools and students such as our Partnership Funding Opportunity (grants provided to schools), Sonoma Corps program (career-readiness and internship program), Girls Tinker Academy and other programs.

- Support the VP of Impact & Investment and Director of Student Experience in managing grants provided to schools and/or community partners
 - Coordinate meetings between education partners and CTE Foundation staff
 - Set up school site visits and coordinate grant reporting; follow-up and analysis
 - Creation and distribution of student surveys; analysis of data
 - Manage the grants database including maintenance and reporting
 - Grantee report distribution, grantee contract and payment management
 - Coordinate contact database for grantees and other educational partners
- Support the Program department with student- or school-facing programs
 - Sonoma Corps internship program coordination
 - Scheduling student tours and visits including transportation, lunches, etc.
 - Support the scheduling of other program activities

- Coordinate contact lists and/or contact database for industry partners
 - Supporting special events and/or student- or donor-centered activities
- Girls Tinker Academy
 - Provide community with information (in English and Spanish)
 - Conduct stakeholder outreach as necessary
 - Serve as the liaison with community partners to support program marketing and outreach efforts
 - Collect and analyze demographic data
- Coordinate with the Marketing team to ensure program elements of the website are accurate and up-to-date
- Draft email communications
- Support the Program team in designing and implementing outreach plans
- Organize and participate in program events
- Other program support as needed

Administrative Support (30%): Coordinating administrative functions across the organization including operations, finance, programs, marketing and fundraising.

- Support the Executive Team in scheduling meetings, preparing materials and/or managing communications
- Coordinate all-staff meetings and special events such as strategic planning sessions
- Support the Executive Team in planning and coordinating bi-monthly board meetings
- Creation of presentations (PowerPoint and Google Slides) for use in both internal and external meetings
- Attend Board committee meetings as requested; take minutes for Program committee, DEI committee, and other meetings as needed
- Coordinate mailing lists and/or mailings as needed
- Maintenance and data entry support of contact database
- IT troubleshooting and user support
- Support Business Administrative Manager as needed or during their absence with office logistics, supplies, mail, phone calls and other administrative duties as assigned

Skills & Qualifications:

- Organization and time management: Excellent prioritization and planning skills, ability to manage multiple tasks effectively and meet deadlines
- Communication: Strong written and verbal communication skills with the ability to clearly and effectively convey information to both internal and external audiences
- Attention to detail: Ability to focus on accuracy and ensure tasks are completed flawlessly and in a timely manner
- Problem-solving: Ability to identify and resolve issues independently or collaboratively.
- Technical skills: Proficiency in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint), Google Docs/Forms/Sheets, email systems, and calendar applications
- Bilingual Spanish desired
- Post-secondary education or experience in administration, communications, public relations or business development

Salary & Benefits:

- Full-time, non-exempt; Salary range \$24 - \$28 per hour based on experience
- \$1,000 signing bonus for demonstrated Spanish language proficiency (Upon successful completion of 90-day introductory period)
- Employer-sponsored medical, dental and vision benefits; employer-sponsored 401k plan
- Generous paid time off benefits: 12 holidays, 10 days sick time, 10 days accrued vacation with step up for years of service and 2 personal floating holidays per year (vacation accrual rates commensurate with years of service)
- Flexible work schedule and work-from-home options, following a positive 90-day review and based on supervisor recommendation
- CTE Foundation is committed to a workplace culture that supports individual and team development to include employee and workplace wellbeing opportunities.

HOW TO APPLY:

This position will be open until filled. The first round of applicants will be reviewed starting January 22, 2024. To be considered for this round, we encourage applicants to submit their materials by January 26 at 8:00 am.

Please submit via this online [Google Form \(preferred\)](#) or email your materials to careers@ctesonomacounty.org with the subject line "Program Administrative Coordinator Application (YOUR LAST NAME)."

The following must be included to be considered:

- 1) Your resume
- 2) Complete the online form or address the following in your email or cover letter:
 - Why are you interested in the position with CTE Foundation?
 - What is your personal and/or professional lived experience that makes you an excellent candidate for this position?
 - Two relevant samples of your writing. Examples may include but are not limited to a blog post, essay, social media posts, newsletter copy, press release, advertisement copy, or other marketing or development-oriented communications.