

**JOB DESCRIPTION**

**Job Title:** *Networked Improvement Community (NIC) Coordinator (9763)*

**Job Summary:**

The Networked Improvement Community (NIC) Coordinator will work closely and collaboratively with all staff, partners and consultants and is responsible for planning and coordinating the smooth day-to-day operations and logistics of the Central Valley Networked Improvement Community (CVNIC) grant-funded project. This will require being the primary in-house presence and resident “control center” for the project and involve coordinating all events as well as monitoring and coordinating contracts, payments, schedules, timelines, and deliverables for all members, development partners, thinking partners and researcher practitioners in network school systems. The NIC Coordinator will also provide administrative support for the in-house project team, and members of the learning communities that develop around these efforts.

**Essential Functions:**

- Planning and coordinating all logistical details for necessary meetings, and special events (both on and off site) with project team members and external partners, including preparing regular team meeting agendas, participating in team meetings to document decisions and action items, and following up to make sure action items have been addressed by the appropriate party(ies).
- Managing multiple organizational planning calendars; scheduling phone, in-person, conference, and videoconferencing meetings and appointments for multiple participants.
- Facilitating communication within and coordinating the work of the internal team and the improvement communities.
- Making complex travel arrangements that may involve multiple travelers and/or multiple destinations (hotel, air/ground transportation, meeting arrangements). Preparing and following up on necessary expense reimbursement reports.
- Processing expenses in a timely manner in accordance with Tulare County Office of Education’s finance policy and meticulously track all expenses in electronic budget workbooks.
- Assisting with the development of procedures and tools to closely monitor the program’s schedule, timetable, and performance with respect to progress and deliverables, keeping the project and its partners on track with all deadlines.
- Coordinating and arranging for all technology needs, including the use of video conference equipment, WebEx and other similar tools.
- Completing reports to funders and other external audiences on a timely basis by monitoring, collecting, copyediting, and compiling components of the report prepared by internal and external partners.
- Designing, organizing and maintaining the project’s files – both paper and electronic.
- Providing high level administrative support for the project and contributing to the collaborative administrative support team.

**Skills, Knowledge and/or Abilities Required:**

**Skills:**

- Must be extremely detail oriented and have meticulous proofing skills in the areas of grammar, punctuation, as well as consistency of layout, format and style.
- Must have strong computer software (Microsoft and Google) and technology skills (video-conferencing equipment, WebEx, HTML a plus) as well as be comfortable helping others learn the skills.
- Organize, research and maintain complete and extensive records and specialized data files.
- Have strong English verbal and written skills; must be able to communicate effectively, both one-on-one and in larger groups, with diverse internal and external constituents.
- Have excellent, demonstrated organizational skills, and be able to track and meet multiple timelines.

**Knowledge:**

- Knowledgeable of technology, word processing and data base systems.

- Know how to maintain paper and computer files for the purpose of coordinating all projects and events.
- Knowledge of office equipment including, but not limited to: copier, printer, fax machine, laminator, and complex telephone system for the purpose of providing high-quality services and communication with network members.
- Knowledge of budget reports, preparing and maintaining budgets.

**Ability:**

- Be highly dependable and able to determine and ask the necessary questions to follow through on any given assignment in an effective and timely manner.
- Exhibit sound judgment and be pleasantly assertive, dependable, and task-oriented; must display strong initiative, be willing to help wherever needed, and be willing and able to learn new processes, concepts, software, etc. quickly.
- Be able to work collaboratively and harmoniously as a member of close knit and highly collaborative program and administrative support teams, creating a sense of collaboration while being sensitive to diverse opinions and personal styles.
- Be very flexible and comfortable working in an environment with a high degree of ambiguity where processes and targets are evolving.
- Be able to travel, if required (approximately 10%).
- Flexibility and a willingness to work with energy to accomplish given goals.

**Education Required:**

- A high school diploma or the equivalent.
- The equivalent to the completion of two years of college (responsible program management experience may be substituted for the required education on a year-for-year basis to a maximum of two years).
- Bachelor's degree is preferred, but not required.

**Experience Required:**

- At least three years of progressively increasing responsibility in previous position(s) held.
- Heavy experience coordinating all logistical aspects of events and working in team formations.
- Interest or experience in the field of education or in nonprofit organizations is a plus, but not required

**Certificates, Licenses, Clearances, Testing and/or Bonding Required:**

- Valid California driver's license and proof of automobile insurance.
- Department of Justice and FBI Fingerprint Response.

**FLSA Status:** Non-exempt

June 2016

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office. This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.