



Achieving the Dream™

Community Colleges Count

Coordinator, OER Degree Initiative

Job Description

Job Overview

The person in this position is a core member of Achieving the Dream's *OER Degree Initiative* team who supports and assists in the coordination of a variety of essential functions for this important and innovative project. This includes providing operational support, grant compliance, and communications assistance.

Duties and Responsibilities

Support OER Degree Initiative (100%)

- Update and oversee the OER Degree Initiative project plan.
- Coordinate the development, scheduling, and delivery of communication (email, social media posts, webinars, etc.) to grantees, grant partners, the ATD Network, and other project stakeholders.
- Schedule and support regular video- and/or tele-conference calls with grantees, funders, and partners.
- Assist in planning and provide onsite support to project-related events, including college site visits, face-to-face meetings, and annual summits.
- Maintain and monitor processes for compliance reporting to OER Degree Initiative funders and from OER Degree Initiative grantees.
- Assist in monitoring payment schedule, receipt of deliverables, and disbursement of grant funds.
- Assist in writing of compliance reports, meeting summaries, news updates, and other written communications.
- Help maintain and provide technical support with digital technologies, tools, and platforms used to support the initiative (Google Apps Suite, Asana, Slack, Zoom, among others).
- Perform other duties as needed.

Skills/Qualifications/Experience

- Bachelor's degree and two years office experience (or AA degree with three years' experience)
- Experience in a nonprofit or higher education environment helpful
- Ability to manage multiple tasks simultaneously, work independently, and produce high quality work products within tight time constraints
- Ability to manage work processes effectively and efficiently to deliver high quality work; is able to plan for input or review by key stakeholders in advance of deadlines and incorporate feedback appropriately
- Must be a strong communicator (written and oral); is timely and transparent in communication and uses clear, understandable, and respectful language in relating to others; has experience communicating crucial information up, down, and across, both inside and outside an organization.
- Functions effectively in the context of cultural differences; uses inclusive language when communicating internally and externally

- Excellent attention to detail, discretion, and commitment to follow-through
- Must be expert using Microsoft Office tools, and have at least a basic understanding of HTML, Drupal, and Adobe Suite Products. Also requires familiarity with Google Apps and mobile devices; prior experience using Salesforce is highly desirable

Position Details

Position Type:	Full Time, Exempt
Salary Grade:	3
Reports To:	Director, OER Degree Initiative
Work Location:	Silver Spring, Maryland
Level of Travel Required:	Minimal

12/18/17

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