



## **Duties and Responsibilities of New Worlds Reading Regional Partner Program Coordinator**

Reports to: Director of Grants and Programs  
Status: Nonexempt, Full-time

**Organization and Position Profile:** The Consortium of Florida Education Foundations (Consortium) is a dynamic, fast-paced, entrepreneurial, and collaborative nonprofit membership organization driven by the belief that strong local education foundations are essential for communities to close opportunity gaps and ensure educational success for the 3 million students in Florida's public schools. The mission of the Consortium is to connect individuals, organizations, and financial resources to build the capacity and impact of member local education foundations (LEFs) in the state's 67 countywide school districts.

In support of that mission, the Consortium acts as an intermediary for the [New Worlds Reading Initiative](#) (NWRI), a statewide program administered by the [University of Florida Lastinger Center for Learning](#) (UF). Specifically, the Consortium serves as a Regional Partner for the program by coordinating participation by member LEFs that host family and community events to enroll eligible students and support literacy.

In addition to providing staff support and coaching to local LEFs, the Program Coordinator also has responsibility for the overall implementation of the Initiative including budgeting, expense tracking and control, income generation, program development and quality control, task force management, committee development, community relations, collaborations, and long-range planning. The position must work in accordance with the policies, procedures and standards established to advance the mission of the Consortium of Florida Education Foundations.

This position, as an essential administrative staff member in the Consortium, is responsible for coordination of all statewide NWRI events and efforts delivered through designated LEFs. An estimated 80% of the Program Coordinator's time will be spent coordinating the New Worlds Reading Regional Partner Program for the Consortium and its participating education foundation members (affiliates). Approximately 20% of their time will be spent accomplishing other duties as assigned for other Consortium priorities.

### **New Worlds Reading Regional Partner Program Coordinator Responsibilities:**

- Oversee and coordinate all aspects of the initiative including project and event management, coordination of communication with diverse audiences, reporting, and fiscal management.
- Set, monitor, and evaluate goals and priorities in the promotion of NWRI events.
- Develop and implement annual training for all affiliates to ensure their events meet the standards of fidelity set by UF.

## **Program Coordinator Duties and Responsibilities**

### **Page 2**

- On a daily basis, track event approvals, denials, postponements, and cancellations from affiliates.
- Collect, organize, and review event documentation submitted by members, including but not limited to, photos, RSVP forms, sign-in sheets, and agendas.
- Ensure all post-event reporting is completed by members on a timely basis, providing coaching to members as needed.
- Use a data-driven approach to inform and identify opportunities for event improvement and alignment with NWRI desired outcomes.
- Prepare and submit timely reports to UF, other stakeholders, and Consortium board of directors.
- Prepare monthly invoices (due to UF within the first five days of the following month) and memos to process payment to affiliates.
- Conduct local affiliate meetings to keep them informed of trends, changes, and best practices.
- Support Director of Grants & Programs in setting annual member agreements and applications in the Consortium's grants management system.

### **Position Qualifications/Skills**

- Bachelor's degree preferred and minimum three years related experience required
- An exceptionally agile mindset and an unwavering commitment to the collective success of our small team.
- Thrives in an entrepreneurial, fast-paced, deadline- and goal-driven organization.
- Proactively anticipates and responds to the needs of the organization and colleagues.
- Dedication to providing high levels of customer service.
- Strong leadership, and interpersonal skills, with a proven record of achieving results in collaboration with others, building successful teams; and mentoring professionals, and volunteers.
- Proficiency in creating processes and systems to build out successful operating procedures across the State.
- Ability to relate effectively to diverse groups of people from varying sizes and regions of the state.
- Expertise in computer systems and MS Office, including Word, Excel, and Outlook.
- Strong interpersonal, verbal/written communication, and presentation skills.
- Self-starter and ability to work and reason independently, as well as within a team.
- Ability to travel across the state approximately 25% of the time to provide event support, ensure event fidelity, conduct training, and attend applicable conferences.

**Salary Range:** \$50,000 - \$60,000 – commensurate with experience level. The position is a nonexempt full-time position with generous PTO/holiday system, access to health benefits and 401K with annual employer contribution subject to length of employment/vesting terms. Although offices are based in Gainesville, full or partial telecommuting is an option.

**Submit resume and cover letter to [info@cfef.net](mailto:info@cfef.net) by May 31, 2024.**