

Job Title: Project Coordinator

Location: Central Carolina Regional Education Service Alliance (CCRESA)
7208 Falls of Neuse Rd., Suite 104,
Raleigh, NC 27615

Reports to: CCRESA Assistant Director

Job Summary: The Project Coordinator is responsible for supporting the Assistant Director and CCP3 team at North Carolina Central University (NCCU) in planning, executing, and delivering the Central Carolina Principal Preparation Program (CCP3) and assist in the day-to-day operations of the CCRESA. This role involves coordinating tasks, managing social media accounts, and ensuring that project goals are met on time. The ideal candidate will have strong organizational skills, attention to detail, effective communication abilities, and the capacity to work independently.

Key Responsibilities:

1. Project Planning and Scheduling:

- Assist in the development of professional development, including communicating with PD facilitators/contractors, scheduling catering, and meeting setup and closing.
- Maintain and update project schedules, timelines, and milestones.
- Attend all CCRESA meetings.
- Assist in planning and facilitating face-to-face and virtual recruiting sessions for CCP3 which may include limited travel to CCRESA member districts.
- Order office and meeting supplies.

2. Communication and Reporting:

- Serve as a point of contact between the CCP3 Fellows, NCCU colleagues, and the CCRESA.
- Prepare and distribute project status reports, meeting minutes, and other documentation as requested.
- Facilitate communication and collaboration among staff and CCP3 team members.

3. Research Assistance:

- Reviewing published articles and literature to support the writing of the NC Principal Fellows RFP.
- Enter and analyze data to assist in writing professional reports.

4. Documentation and Administration:

- Maintain comprehensive project documentation, including plans, reports, and records.
- Ensure all documents are properly filed and accessible to team members.
- Prepare and manage project-related correspondence.
- Assist with annual audit.

5. Website and Social Media:

- Keep the CCRESA and CCP3 websites up to date: post meetings, update listservs, upload documents and photos.
- Advertise and post on the CCRESA and CCP3 social media accounts to aid in the recruitment of the Principal Fellows Cohorts.

6. Quality Assurance:

- Support quality assurance efforts by ensuring CCP3 project deliverables meet established standards and requirements.
- Participate in project reviews and audits.

7. Other Duties:

- Perform other duties as assigned by the CCRESA Executive Director and the CCRESA Assistant Director.

Qualifications:

- Bachelor's degree in Business Administration, Social Media Marketing, or a related field.
- 2+ years of experience in project coordination or a similar role.
- Proficiency in Microsoft Office Suite and Google Drive.
- Strong organizational and multitasking skills.

- Excellent verbal and written communication skills.
- Ability to work collaboratively in a team environment.
- Attention to detail and problem-solving skills.

Preferred Qualifications:

- Experience in public school education or administration.

Working Conditions:

- This position may require occasional travel.
- Expectation to complete a minimum 40-hour week Monday through Friday.
- Ability to manage multiple tasks simultaneously.

Salary:

- \$50,000-\$60,000

Application Process:

- Interested candidates should submit their resume and cover letter outlining their qualifications and experience to stutzmandm@ccresa.net.