

### **Program Coordinator - Job Description**

The Holdsworth Center is a non-profit organization founded and largely funded by Charles Butt, Chairman and CEO of H-E-B Grocery Company. The mission of the Center is to strengthen public schools and improve student outcomes across the state of Texas by focusing on the importance of educational leadership at all levels. Holdsworth will work in partnership with public school districts over a sustained period of time to help tackle their toughest challenges around leadership development, pipeline planning and strategic talent management.

### **Purpose**

You will work with the Managing Director of Programs, the Program Directors and the Program Manager in the coordination and high-quality delivery of the District Leadership Program for superintendents and teams, and the Campus Leadership Program for principals and teams. You must have a strong desire to help participants in our leadership programs thrive in their careers and lead their organizations effectively for the benefit of the children they serve. We are looking for individuals who share our passion for developing leadership in public education in order to improve the life chances of all students.

As Program Coordinator your job will be to support our participants to ensure maximum impact and benefit from their training and the successful implementation of their learning within their school districts. Working with the programs team at Holdsworth, you will be involved in the project management, event coordination and logistics of program sessions. You will help the team deliver high quality sessions that engage learners, advance the work in their districts and schools, and create network bonds. You will be a “go-to” person for participants during sessions and in between sessions, ensuring that their learning journey with us is as effective and enjoyable as possible.

### **Responsibilities**

- Support and maintain key relationships with program faculty
- Build positive, productive professional relationships with participants and provide outstanding service and support; resolve participant issues and concerns, managing risks appropriately and escalating where necessary
- Oversee logistics for coordinating and delivering all facets of the programs, from participant enrollment process to training sessions to monitoring the quality and impact of coaching. Support in securing venues, hotels, contracts and room blocks, in addition to services needed for events, ensuring planning is within event budget
- Determine details of events, such as guest lists, invitations, agendas, registration, menus, décor, A/V requirements, layout of meeting rooms, materials required, work orders, etc., and obtain final event approval on all proposals
- Ensure setup is accurate and on time, greet guests and attend and assist at all designated events to ensure smooth delivery
- Work collaboratively with other teams to manage participant data, including monitoring attendance and submission of required assignments
- Engage in regular monitoring, evaluating and reporting, including contributing to the annual department and organizational evaluation
- Work with talented, mission-driven peers in a fast-paced, dynamic environment

### **Desirable candidates will have a range of prior experience and capabilities to include:**

- Significant work experience in event preparation and execution, training delivery or relevant field
- Ability to work well in a team environment and establish good rapport at all levels of the organization, and ability to work with and relate to people from diverse backgrounds
- Proven ability to collaborate with contractors/vendors required, and to work within a budget
- Ability to resolve issues in the moment through creative and professional means

### **Personal Qualities**

- Commitment to the mission of the Holdsworth Center
- Superb time management and organizational skills; the ability to independently manage multiple events at one time at a rapid pace; demonstrated ability to be thorough, with strong attention to detail
- High level of emotional intelligence, and openness to receiving feedback from peers and Holdsworth staff
- Self-motivated with a commitment to lifelong learning
- Effective oral and written communication skills
- Flexibility; ability to adapt to an ever changing, growing organization
- Proficiency and experience in MS office applications (Word, Excel, Outlook, PowerPoint); experience with project management tools is desirable
- Self-motivated individual who demonstrates initiative without waiting for direction
- Ability to travel for events

### **Applications**

Interested candidates should submit a current resume and a letter detailing their interest in the work of the Holdsworth Center to [info@holdsworthcenter.org](mailto:info@holdsworthcenter.org) by November 30, 2018.

Salary and benefits are negotiable and commensurate with experience and demonstrated success.

*The Holdsworth Center is committed to creating a diverse, equitable and inclusive environment. All employment decisions are based on job requirements and individual qualifications without regard to race, color, religion, gender identity and/or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.*