



Position Announcement Program Associate, Leadership Development and Organizational Strategy

The Southern Education Foundation (SEF), located in Atlanta, GA seeks outstanding candidates to fill a Program Associate position to support the Chief of Staff. This position is dedicated to the advancement of a comprehensive, proactive leadership development strategy that furthers the mission and goals of SEF to advance creative solutions to ensure equity and excellence in education for low-income students and students of color in the south. The position will also be a critical support to the Chief of Staff and assist on key strategic initiatives/new pathways for impact, partner engagement, and the development and management of organizational strategy and operations. Candidates interested in this position should have working knowledge and genuine interest in improving educational opportunity across the P-16 continuum and working to ensure that education is the vehicle by which all students get fair chances to develop their talents and contribute to the common good.

For more than 150 years SEF has made outsized contributions to improving education at all levels, from pre-kindergarten through higher education. SEF works to improve equity, excellence, and opportunity in education nationally. Research, policy analysis, advocacy, and programs are the primary means through which SEF pursues its mission.

A bachelor's degree is required; a master's is preferred in education, public policy, or a related field. Candidates should: be able to organize and prioritize workload to effectively complete multiple assignments; have experience in reviewing and tracking grants, contracts and agreements as well as exceptional written, oral, and electronic communication skills; have the ability to interact with diverse external audiences; effectively communicate and embody the value, belief, purpose and mission of the organization; have experience working both independently and in cooperation with other staff members while displaying a positive, cooperative attitude; and exhibit sensitivity to and respect for differences in personal, professional and business relationships on behalf of the Foundation.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Curating relevant resources, documents and materials for participants and staff
2. Support with and/or manage social media, web conferencing and other meeting/document sharing platforms.
3. Support in monitoring, tracking and responding to the processing of grants, consultant agreements, proposals, invoices, credit card reports, and report submissions, and other documents as requested
4. Prepares general correspondence, emails, agendas, memos, documents, presentations, reports, financial ledgers, and other materials with exceptional proficiency in using Microsoft Office Suite (i.e., Word, Excel, PowerPoint, Access) or a similar professional suite
5. Proofreads documents, reports and publications for accuracy and clarity
6. Prepares meeting agendas, takes and transcribes meeting notes, and summaries
7. Makes travel arrangements, preparing trip itineraries, and manages expense reporting;

8. Meeting Planner (managing logistics, materials, necessary follow-up); supporting in researching and securing program venues, materials for programs, and meeting logistics as needed; attend meetings with/in the stead of Chief of Staff as requested
9. Acts as a resource and liaison for grantees, consultants, partner organizations, prospective fellows, and internal staff
10. Support with curating relevant resources, documents and materials for partners, fellows/participants and staff
11. Support with social media, web conferencing and other meeting/document sharing platforms.
12. Additional duties as assigned

Interested candidates should submit: 1) a letter of interest; 2) a current resume; 3) names and contact information of three references. Materials and inquiries should be addressed to: Chandra Halstead, Office Manager; Southern Education Foundation, 101 Marietta St. NW; Ste. 1650, Atlanta, GA 30303. Materials may be sent electronically to (hr@southerneducation.org). Applications will be accepted until 02/01/2020.

Compensation and benefits are competitive.