



Mission: To partner teachers and families for children's success.
Vision: All families are engaged in their child's learning.

Position PROJECT COORDINATOR

Organization HOME WORKS! The Teacher Home Visit Program
Reports to Project Manager - Getting Patrick Henry Connected Initiative
Location St. Louis

Position Specifications

Status: Part time, non-exempt
Hours: 20 hours per week
Salary: Commensurate with experience

Overview of HOME WORKS!

HOME WORKS! was created to partner families and teachers for children's success. Learn more about us by visiting our website at www.teacherhomevisit.org

Role Summary

This school year HOME WORKS! (HW!) is partnering with one school acutely impacted by the transition to distance learning. The initiative, called "Getting Patrick Henry Connected", has a bold mission: to ensure that all students at Patrick Henry Downtown Academy (PH) have the tools to successfully learn in person or remotely, PH teachers have what they need to effectively lead blended learning, and PH parents and families have what they need to support their child's education. Every step of the initiative is documented by a team of researchers who are concurrently developing a workbook of interventions to be used by educators nationwide, and a case study.

HW! is hiring a self-motivated Project Coordinator with experience keeping many parts moving at the same time. The successful candidate will coordinate and collaborate with teachers, families, and HW! staff to ensure all aspects of the project are progressing according to the established timeline. This candidate will carry out the day-to-day monitoring and execution of initiatives, manage volunteers, provide constituent services to families, and communicate with the research team to document the implementation of the project. We are looking for a creative and dedicated individual who will fit with our collaborative culture. If you enjoy working with other professionals who believe in creating innovative solutions to problems, we encourage you to apply.

Essential Duties include:

- Execute and monitor activities and specific requirements of each project including:
 - Interventions to improve attendance
 - Interventions to increase parent and family engagement at PH
 - Constituent services to address critical family needs
 - Communication with stakeholders (community partners, teachers, families)
 - Other projects as identified
- Volunteer management of ongoing and future interventions including:
 - "Buddy" mentoring program
 - Classroom attendance support
 - Preparing and making deliveries to 'virtual' families
 - Technology support for teachers and students
- Support and partner with the Project Manager on all activities associated with implementation of key deliverables
- Track project performance and adherence to key milestones specifically to analyze the successful completion of short- and long-term goals
- Report on progress, project risks, and issues in a timely fashion
- Undertake project tasks as required
- Administrative - other duties as assigned

Required Qualifications and Experience

The successful candidate will be an exceptional communicator, collaborative, curious, flexible, and enjoy a sense of humor. In addition, the successful candidate will have the following:

- Bachelor's degree
- At least two years of project coordination experience
- At least two years managing a volunteer network
- Excellent client-facing communication skills
- Excellent editing, written, and verbal communication skills
- Strong organizational skills with attention to detail
- Strong computer skills including Microsoft Office and GSuite applications
- The ability to prioritize tasks and meet deadlines with minimal direct supervision
- The ability to work both independently and as part of a team
- The ability to handle sensitive information with a high degree of integrity and confidentiality
- Excellent emotional intelligence, cultural awareness, and acceptance of diversity of all dimensions
- A passion for the mission of HOME WORKS!

Work Environment

This position uses standard office equipment such as computers, phones, and printers. HOME WORKS! prohibits smoking and all tobacco products in all areas of HOME WORKS! offices. This position requires office hours at the development office of HOME WORKS! which is located in the home of the CEO. Candidates must be able to walk up stairs and not be allergic to animals.

Application

To apply, please send thoughtful cover letter, resume and salary requirements to resumes@teacherhomevisit.org