



## **Program Coordinator**

### **OPPORTUNITY:**

The Program Coordinator role is an exciting opportunity to join a mission driven, entrepreneurial team whose energy and creativity are elevated when we work shoulder to shoulder. We seek out bold ideas, fuel transformative innovations, and support the relentless pursuit of high-quality schools and opportunities—because our students' futures depend on it.

This role is ideal for someone who is highly organized, relationship-oriented, and comfortable managing multiple priorities in a mission-driven, outcomes oriented environment.

### **JOB SUMMARY:**

Reporting directly to the Associate Vice President of Community, the Program Coordinator plays a key role in supporting the planning, coordination, and execution of RedefinED Atlanta's programs and initiatives for the Program Team (consisting of the Policy and Advocacy and Schools and Talent teams). This role is responsible for the programmatic operations and logistics, and day-to-day operations for the Program Team. The Program Coordinator works closely with internal staff, partners, and community stakeholders to ensure programs and initiatives run smoothly and remain aligned with organizational goals and values.

### **CORE RESPONSIBILITIES:**

#### **Program Planning & Execution (35%)**

- Plan, coordinate, and execute events, meetings, and convenings from concept through completion
- Manage all event logistics, including timelines, venues, vendors, catering, technology, and on-site support
- Serve as the primary point of contact for event-related communication with internal teams, partners, speakers, and attendees



- Track programmatic events/activities budgets and expenses, ensuring alignment with approved funding and organizational guidelines
- Manage programmatic event/activity registration, attendee communications, and post-event follow-up to support continuous improvement
- Liaise and collaborate with marketing and communications team members where appropriate
- Collect and synthesize feedback and data from programmatic events/activities to inform continuous improvement and future planning

#### **Administrative & Team Support (30%)**

- Provide administrative support to the Program Team as needed, including but not limited to, attending internal and external meetings and taking minutes; This may include nights and weekends
- Support grant-related tracking, documentation, and reporting requirements as needed
- Assist with communications such as drafting emails, agendas, and program updates
- Collaborate with team members across RedefinED to support shared goals

#### **Data, Report, and Learning (20%)**

- Support basic data collection and tracking related to program participation and outcomes using the appropriate CRM
- Assist with preparing reports, summaries, and presentations for internal and external audiences
- Contribute to reflection and learning processes to support continuous improvement

#### **Partner & Stakeholder Engagement (15%)**

- Serve as a point of contact for coordination and payment of program partners, vendors, grantees, and community stakeholders
- Support relationship-building efforts with schools, families, and community organizations, including but not limited to tabling at community/school based events; This may include nights and weekends
- Assist with communication and follow-up with partners before and after program activities



## **SKILLS, ABILITIES & COMPETENCIES:**

- *Organizational Skills:* Proven ability to manage multiple priorities, meet deadlines, and maintain strong systems. Proficiency with project and workflow tools such as Asana, Trello, Google Workspace, and Microsoft Office.
- *Communication:* Excellent written and verbal communication skills, with the ability to draft clear professional correspondence and manage communications across stakeholder groups and platforms (email, Slack, Asana, newsletter, website).
- *Attention to Detail:* High accuracy in record-keeping, data entry, and report preparation. Strong ability to review and interpret information to support precise decision-making.
- *Problem-Solving:* Demonstrated ability to identify challenges, troubleshoot issues, and recommend process improvements that enhance program operational efficiency.
- *Flexibility & Adaptability:* Comfortable navigating changing priorities and learning new systems or skills quickly.
- *Team Collaboration:* Ability to build strong working relationships and collaborate effectively across departments and with external partners where appropriate.
- *Technical Proficiency:* Experienced with tools such as Asana, Google Workspace, Mixmax, AI-support tools, and survey platforms.

## **COMPENSATION:**

Salary range is \$59,400 - \$62,448 and includes full benefits and a flexible work environment. For additional information on our benefits, [click here](#).

## **LOCATION:**

Our office is located at Industrious in the Old Fourth Ward neighborhood. We value in person collaboration while also recognizing the advantages and flexibility of hybrid work.

## **TO APPLY:**

To apply, submit your resume and cover letter at the job posting [located here](#). Applications close at 5:00 PM on February 11, 2026.

Your application should include:



- Relevant Experience & Qualifications: Outline your professional background and expertise.
- Fit for the Role: Explain why you are the ideal candidate for this position.
- Passion for Educational Equity: Describe your commitment to ensuring every student has access to an excellent education.
- Preferred Contact Information: Include your phone number and email address.

#### ***What to Expect During the Interview Process:***

1. **Initial Screening:** After reviewing applications, qualified candidates will be contacted for a video interview.
2. **Performance Task:** Shortlisted candidates will be asked to complete a performance task that tests your ability to apply project planning and communications to a real-world scenario.
3. **Final Interview:** Selected candidates will have a final interview with the leadership team, where we'll further discuss your experience and fit for the role.

We appreciate your interest in joining our team and look forward to reviewing your application.

#### **OUR STORY**

RedefinED Atlanta is a locally based nonprofit working to ensure every Metro Atlanta student has access to high-quality public school options. We work closely with families, educators, community partners, and civic leaders to create more trajectory-changing opportunities, incubate and support new ideas, and make lasting improvements in our schools and systems.

When RedefinED Atlanta launched in 2016, we were responding to a clear and urgent challenge: far too many students in Atlanta lacked access to the kind of public education that helps young people thrive. And too often, a student's zip code—not their talent or potential—determines the quality of their schooling.

Great schools change everything. That's why we invest in what works, challenge what doesn't, and keep our collective community's voice at the center. From supporting the educator experience to launching new schools and investing in lasting policy change to support public schools, we connect the dots between vision and impact. To date, we've raised and leveraged



over \$70M to support Metro Atlanta public schools and increased access to quality public schools for nearly 15,000 students across 23 schools.

Our work is rooted in our core values:

- **Equity:** We strive to serve as an example of what philanthropy can be when it partners with the community. We provide support to meet students' and families' different needs and remove barriers by concentrating resources to address inequities.
- **Integrity:** We seek truth, use data to inform decision-making, and operate with honesty. We commit to identifying how we can improve and to making active changes ourselves, before seeking changes in others.
- **Excellence:** We recognize the inequities inherent within our current educational system, and we actively work toward defining a high bar of excellence, disrupting the status quo, and holding ourselves and our partners accountable for outcomes.
- **Community:** We serve communities. Families' visions and aspirations for their children's education guide us. We engage in asset-based thinking, leverage existing strengths, and act with compassion. We work with under-resourced communities to achieve great K–12 public schools for all Atlanta students.
- **Sustainability:** We work to make enduring positive change. We resist silver-bullet thinking and simultaneously engage in replicating success and promoting innovation. We balance patience with a sense of urgency, and our immediate actions and quick wins are aligned to our long-term strategy.

#### **COMMITMENT TO RACIAL EQUITY AND INCLUSION:**

We do not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff and contractors, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, and vendors.