



Program Coordinator Roles and Responsibilities Full Time, In-Person Position

Who We Are

[United to Learn](#) (U2L) is a Dallas-based education nonprofit with a stated mission of changing lives by transforming the relationship between schools and community. United to Learn is focused on accelerating student achievement across 49 Dallas ISD elementary schools and growing purposeful leaders through partnerships with businesses, high schools, colleges, faith-based organizations, and engaged individuals and groups. Together we work to create a united, thriving community.

What We Believe

Our values underpin everything we do. Together we aim to be:

- **Optimistic:** We believe that with the right resources all children can achieve greatness
- **Nimble:** We respond flexibly and creatively through active listening
- **Culturally Competent:** We build a positive understanding of diverse perspectives
- **Collaborative:** We respectfully and empathetically work to learn from each other and build coalitions
- **Effective:** We use evidence-based practices for high-impact results

The Role

United to Learn's **Program Coordinator** supports the implementation and effectiveness of programs delivered across our partner schools. The Program Coordinator reports to the Director of Learning Environments. As a key member of the Programs Team, this role ensures the effective execution of United to Learn's overall strategy and vision for Learning Environments and across program pillars.

Essential Responsibilities

- **Support key programs initiatives, including [Community Campus Day](#),** through program coordination and organization.
- **Manage** the ordering of resources, tracking inventory, and delivering items to schools.
- **Support upkeep** of school dashboard, program, in-kind, volunteer and metrics tracking for key initiatives.
- **Manage** the ordering and delivery of catering for schools and program events.
- **Develop systems** for processing invoices and applying appropriate coding to track expenditures.
- **Establish and maintain trusting relationships** with partner schools, organizations, and individuals.
- **Facilitate** the technical aspect of professional developments and meetings, such as running Zoom sessions.
- **Collect and report on key metrics** to ensure program efficacy and impact of key initiatives.
- **Actively participate** in weekly programs team, school and community partnership meetings.

Minimum Qualifications

- Demonstrate a strong commitment to public education, student achievement and the mission, vision, and values of U2L.
- Maintain strong organization skills and detail orientation, and the capacity to meet deadlines and adjust to priorities while managing multiple tasks.
- Be willing to attend in person early morning, evening and/or Saturday programming events as needed.
- Possess excellent written and oral presentation skills and ability to make data-informed decisions.
- Knowledge of key levers that impact Dallas ISD and willingness to advocate for sustainable change.
- Ability to nimbly adjust priorities and manage multiple tasks while working collaboratively with team members. Capacity to manage programs at schools citywide, maintain valid driver's license, insurance and ability to lift up to 20 lbs.
- Hold a Bachelor's Degree.
- Proficient in Microsoft Office products (Word, Outlook, Excel, and PowerPoint as well as Google drive, slides, sheets, etc.)
- Proficient in setting up and running Zoom and Google Meet virtual meetings.

To apply, please email a cover letter and resume to careers@unitedtolearn.org.

MISSION: CHANGING LIVES BY TRANSFORMING THE RELATIONSHIP BETWEEN COMMUNITY AND SCHOOLS