



PROGRAM COORDINATOR, LEARNING ENVIRONMENT

JOB DESCRIPTION

FULL TIME, IN PERSON, DALLAS TX

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 103 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. Learn more about the organization [here](#).

The Role

United to Learn's Learning Environment Program Coordinator supports the implementation and effectiveness of programs delivered across our partner schools. 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.

Our values underpin everything we do. The Learning Environment Program Coordinator is expected to consistently demonstrate United to Learn's core values.

- **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

Reporting Structure

The Learning Environment Program Coordinator reports to the Director of Learning Environments, and coaches program volunteers.

Essential Competencies

Functional Excellence

- Execute role with good service, minimal errors, following standard procedures, and using relevant resources within functional area
- Track, organize, and analyze key metrics
- Develop systems for processing invoices and applying appropriate coding to track expenditures
- Conduct analysis of data with keen sense for what is useful for problem-solving and decision-making
- Demonstrate willingness to learn, improve and advance own functional excellence
- 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 campus information, 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

Sector Knowledge

- Strong commitment to public education, student achievement, and the mission, vision, and values of U2L
- Basic knowledge of Dallas ISD goals and priorities of U2L schools
- Basic knowledge of Dallas public education sector and collaborative organizations



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Project Management

- Possess knowledge and skill to complete project tasks and follow project plans
- Ability to nimbly adjust priorities and manage multiple tasks while working collaboratively with internal and external stakeholders
- Actively attend, participate in and contribute to team meetings, create notes and action items with prompt follow up

Communications

- Excellent written and oral communication
- Listen actively and ask clarifying questions
- Adhere to brand personality: joyful, gracious, and sharp
- Use discretion with communication of sensitive information

Relationship Management

- Establish and maintain trusting relationships with defined key stakeholders
- Demonstrate effective interpersonal skills and build belonging internally and externally

People Development

- Exemplify tone and culture of U2L, exhibiting professional, welcoming demeanor with all colleagues and volunteers
- Provide clear instructions when explaining tasks/projects in relation to U2L mission and vision
- Treat all with respect and provide timely and constructive feedback when needed

Technical Excellence

- Collect and synthesize data through surveys, Google Forms, and other methods
- Demonstrate mastery in Google Suite, Microsoft Office and other technical tools
- Advanced knowledge in setting up and running Zoom and Google Meet virtual meetings

Ideal Candidate Qualifications

- Hold a bachelor's degree
- Mandatory valid driver's license and insurance, current background check and vaccine status required in compliance with Dallas ISD schools, and ability to lift up to 20 lbs.
- Ability and willingness to lead and attend programming events as needed; including mornings, evenings, and/ or weekends

Compensation and Benefits

- As a full-time employee, the Learning Environment Program Coordinator will receive:
- Competitive salary plus insurance benefits including dental and vision plans
- Participation in employer contributed retirement plan through a Vanguard IRA Fund
- Generous holiday schedule including 6 Federal holidays plus an additional 20 holidays in accordance with Dallas ISD's administrative calendar during the academic school year, which reflects extended Thanksgiving, Winter Holiday and Spring Break paid time off
- Plus, 10 days of paid time off as requested throughout the year

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