



## **Southwest Regional Education Cooperative**

### **Professional Services Contract up to \$60,000**

**Title:** Special Projects Facilitator

**Job Purpose:** The facilitator of special projects and strategic initiatives, delivers project management, strategic planning and implementation support for key organizational initiatives.

#### **General Function:**

Performs and/or oversees a variety of associated administrative, fiscal, staff support, planning activities and tasks and creating reports. May coordinate and facilitate meetings, program functions, and/or special events, as appropriate. May coordinate specified administrative activities and reporting across multiple organizational units within a department. Has regular interaction with employees at all levels throughout the organization, parents, and community members.

#### **Education/Training Experience:**

Master's degree or equivalent in Ed. Adm., Education or Organizational Leadership, similar field of study. Central office work experience, writing and monitoring state and federal applications and grants desirable, as well as experience in facilitating school and community meetings, and working with community partners.

#### **Knowledge/Skills and Abilities:**

Ability to interact with leaders both within the Districts and external community. Ability to create, compose, and edit written materials. Ability to communicate effectively, both orally and in writing. Database management skills. Ability to record and transcribe meeting minutes. Ability to maintain calendars and schedule appointments. Ability to gather data, compile information, and prepare reports. Ability to analyze and solve problems. Word processing and data entry skills. Ability to make administrative/procedural decisions and judgments. Organizing and coordinating skills. May be required to be familiar with related regulatory guidelines. Highly computer literate, including Microsoft Office Suite (Word, Excel, and Access). Excellent grammar, spelling, punctuation, and general writing skills. Excellent organizational skills and able to prioritize work. Able to work independently.

### **Job Duties and Responsibilities**

- Responsible for working directly with the SWREC Executive Director and Superintendent/Associate Superintendents in member districts, and scoping and implementing special projects and strategic initiatives, including both short and long-range strategic initiatives, as determined by the Executive Director and/or Superintendent.
- Lead selected program-based special projects that require cross-functional engagement with key staff across the organization, and with both internal and external stakeholders as appropriate.
- Provide staff support to the Superintendents of SWREC member districts for the convening of a range of meetings on short and long-term projects which may include undertaking research, tracking trends, making and preparing presentations, development of meeting agendas, and ensuring effective communications with members of the organization, stakeholders and participants, as needed.
- Assist in the development of annual budgets, Federal Program applications, grant writing, when appropriate, and brief assignments working with various departments.

**Must pass background check.**