



Network Project Coordinator

Salary: Commensurate with experience

Tour of Duty: 12 Month Position

Location: Detroit, MI

Reports To: Network Leader

To Apply: Submit a current resume via email to eaajobs@eaafmichigan.org

Our students need your expertise, passion and leadership.

We are looking for highly motivated and skilled talent to join our team at the Education Achievement Authority of Michigan (EAA). We seek individuals who are passionate about transforming the lowest performing schools in Michigan and making a significant difference in the lives of students, parents, principals, teachers, and central office employees.

Currently, the EAA runs fifteen schools of which twelve are direct-run and three are operated by a charter. Under the new leadership of the Chancellor, the EAA is committed to being a system of high-performing schools and not just a school system. We believe that all children are capable of high academic achievement. We continuously seek methods of improvement while enhancing the great work that our teachers, leaders and support staff do on a daily basis. Join our team!

Position Overview

The Network Project Coordinator will serve as part of the Network team, which directly supports school administrators and teachers in implementing best practices that ensure high student achievement. The Project Coordinator will be responsible for ensuring deadlines are met, outlining clear action steps, and evaluating progresses. This position will be tasked with managing and providing support on multiple projects that will advance the Network Leader's and the district's priorities.

Essential Duties and Responsibilities

The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties, and/or skills required. Other duties may be assigned.

- Tracks strategic planning for multiple network programs and projects
- Manages the EAA's network improvement plan
- Prepares, reviews and submits reports and other documents as required by the Network Leader
- Assists the Network Leader in general administrative operations of the school network
- Assists the Network Leader with public inquiries and network communications
- Ensures all schools within the network comply with state policies and meet state deadlines

- Prepares and gives PowerPoint presentations for school principals and EAA staff

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- Drafts and recommends district policy
- Compiles and analyzes statistics and other data as the Network Leader may require
- Reports to the Network Leader any developments or problems requiring the Network Leader's awareness or action
- Manages programs and projects related to assigned responsibilities
- Performs other related duties as assigned by the Supervisor

Qualifications

- Bachelor's Degree (*required*)
- Experience working with large data sets including data analysis, interpretation, and display
- Must demonstrate initiative and the ability to handle multiple tasks simultaneously
- Entrepreneurialism and resourcefulness, with the ability to deliver results in a deadline-driven, complex environment
- Exceptional project management and execution skills
- Strong communication skills with an ability to articulate a clear and compelling vision
- Exceptional interpersonal skills, with the ability to develop productive working relationships across a wide variety of individuals and groups, both internally and externally
- Knowledge of quality management, systems thinking, and strategic planning

The Education Achievement Authority does not discriminate against, deny benefits to or exclude participation by any person in its programs, activities or employment on the basis of age, race, sex, color, national origin, creed, religion or handicap.