



Program Coordinator

Complete Tennessee seeks a full-time Program Coordinator to join our team.

ABOUT COMPLETE TENNESSEE:

Complete Tennessee is a nonprofit 501(c)3 education advocacy organization focused on increasing postsecondary access and completion in Tennessee. Our work centers on three primary focus areas: Engagement, Advocacy and Accountability, and Leadership Development. Through Complete Tennessee's research and direct work with education stakeholders, other research institutions, students and local leaders, we serve as a hub for the development and incubation of innovative best practices and initiatives that will promote improved postsecondary attainment and completion. To learn more, visit www.CompleteTennessee.org.

ABOUT THE POSITION:

We are currently seeking a Program Coordinator to join the Complete Tennessee team. The organization operates several leadership development programs and convenes stakeholders from across the state and nation to participate in learning activities and strategy-development. This position will support the development of meeting materials, assist with event planning by communicating with meeting participants, and lead the scheduling and coordination efforts for all program activities. The position supports the administrative and operational responsibilities of the organization's team and Executive Director, and is supervised by the Director of Engagement & Advocacy.

Key Responsibilities

- Provides administrative support for community engagement and leadership development programs
- Provides planning and logistical support for Complete Tennessee events, meetings, and other stakeholder activities
- Collects necessary data and background information to help craft targeted strategies that increase college success rates and meet workforce demands
- Assists with program management and special projects when necessary

Minimum Requirements

- Strong written and verbal communication and interpersonal skills
- Willingness to travel when necessary
- Ability to understand and appreciate barriers related to higher education access and success for underserved populations
- Strong organization and project management skills
- Proficiency in Microsoft Office Suite, including Microsoft Word, Excel, PowerPoint, and Outlook
- Bachelor's degree required

APPLICATION PROCESS:

Please e-mail a cover letter, resume, writing sample, and contact information for three references to contact@CompleteTennessee.org. Please use "Program Coordinator Position" as the subject line for your e-mail. We review applications on a rolling basis, so it is to your advantage to apply as soon as possible.

Complete Tennessee is an Equal Opportunity Employer and encourages diversity in all facets of the organization's work.