Job Announcement

Overview of Organization
Greater Than (formerly “I Have a Dream” Oregon) is seeking applicants for the full-time position of Alder Elementary School Program Coordinator. This is a great opportunity to join a mission-driven team unified around educational equity, racial justice, and a drive to make systemic change for historically underserved students and families. We are in a state of growth and looking to add several positions to our team.

The mission of Greater Than (GT) is to support and empower students from poverty-impacted communities to thrive in school, college, and career. Working alongside parents, community partners and local school districts, Greater Than seeks to transform public education outcomes in Oregon for historically underserved students. We view every aspect of our work through the lens of racial equity, which guides our decision-making, relationships, policies, and practices. Our work is built on three pillars: education, community, and equity. Our programs aim to advance a racially just future for learning because equitable education is a right. We are intent on moving from a system of holding power over community to holding power with community. We are committed to racial equity and the restructuring of systems that create inequities for marginalized individuals.

Greater Than strives to facilitate a healthy work/life balance culture. While this position is required to be on campus in order to support after-school programming, the Alder Coordinator can work with their supervisor to create a flexible schedule. Remote work options are limited, but available. Depending on After-School programming, work hours are 9am-5pm or 10am-6pm; Monday-Friday.

Generous compensation includes:
➢ Hourly pay range: $39,038 – $54,930
➢ Fringe benefits are the equivalent of 35% of wage and include:
  o 100% employee premium paid for medical/alternative medicine/dental/vision insurance
  o Employer paid life, long- and short-term disability insurance
  o Flexible Spending and Dependent Care Benefit Plans and Employee Assistance Program
  o Generous paid time off: 15 days of accrued vacation, 12 days of sick, and 11 flexible holidays. Extended weekend hours between Memorial Day and Labor Day.
  o Simple IRA retirement plan with employer matching program
  o Monthly cell phone stipend
  o 1 month paid sabbatical after 5 years of continuous employment

Greater Than serves approximately 1,200 students in schools in two distinct communities: Rockwood in East Multnomah County and, as of 2020, Hillsboro—City Center. While the communities are more than 30 miles apart, they share many strengths and are both high opportunity communities. These neighborhoods have been impacted by systemic racism, holding families back from reaching their fullest potential.
The scope of the Greater Than Initiative includes programmatic supports for early learning, K-12 academics, post-secondary success, and entry into career. We continuously work to expand our partnerships and relationships to provide robust support services across all points of the education continuum. We are flexible problem solvers committed to providing equitable education for GT students in Reynolds and Hillsboro School District. This requires our approach be a combination of direct service and deep collaboration. For more information, please visit www.greater-than.org.

**Equity Statement**

We believe that cultural, institutional, and individual racism creates disparities and barriers that are neither fair nor equitable.

We are committed to advancing racial equity as a foundational element of all aspects of our work and with all of our stakeholders. In addition to racism, we recognize that ALL other forms of bias must also be addressed in order to create a more just and equitable society.

We remain steadfast in our commitment to comprehensive community partnerships to help close the racialized opportunity gap in our schools and colleges. We strive to create a truly equitable organization: one where students, families, and communities are welcomed and supported, where their faces, voices, and experiences are reflected and valued.

We listen and respond with great care and intentionality to the students and families with whom we partner. We consistently analyze our organizational commitment to equity and inclusion as expressed through our policies and practices, our workforce and board composition, and engagement of students and families as central guiders of our work. We are committed to collaborating with other organizations towards advancing equity for all.

**Position Responsibilities**

The Alder Elementary Coordinator is responsible for administrative and direct service tasks in support of the elementary school programming for Greater Than at Alder Elementary School in the Reynolds School District. This position will support the coordination and implementation of In-School and Out-of-School Time programming.

**Alder Elementary Program Support and Coordination**

- **In-school programming and Out of School Time**
  - Lunch Buddy Mentoring Programs, Community related resource navigation and support for students and families, Friends of the Children, Girls on the Run, Math and Literacy after school programing.
  - Organizing of program supplies, kindergarten readiness bags and back to school supplies.
  - Career Day, College Day, College Field Trips, Field Trips in general

**Alder Whole School Culture and Relationship Building**

- Building and fostering relationships with teachers, classified staff, and social workers/counselors. PDP Administrator as a point of contact for the evolving needs of the school’s educators/classroom supports.
  - Support PDP Administrator with fulfilling any of those requests
  - Teacher Appreciation Events
Including requests for: field trips, supplies, parent teacher connections, health and wellness needs of students, groceries/food/utility assistance, etc.

5th–6th Grade Transition and 5th Grade Promotion
- In collaboration with PDP Administrator and MS Success Specialist(s):
  - Support the coordination and outreach for this event with school, parents, and students.
  - Assist with coordination of supplies, food, and printed materials.

Family Engagement and Leadership
- Work collaboratively with Parent Leadership and District Liaison to build relationships with families across cultural groups.
  - Be a resource to the team for contacting families.
  - Help with coordination of family nights and meetings.
  - Work with families and students for program recruitment.

Data and Reporting—Tracking, Managing, Organizing
- Navigate Apricot database software for data entry.
- Understand the importance of data integrity, managing files for merging, organizing, and helping others track specific data needed for reporting.
- Work with PDP Administrator to report and track measurable for grants.

Education and Experience Required
- Undergraduate degree; preferred degree in education, school counseling, or related field or 1–2 years of experience working with culturally diverse youth, 1st generation college students, and coordinating projects/partnerships/admin/mentorship programs at Title I schools
- Mentoring experience with resilient youth and historically underserved youth;
- Fingerprinting and driving check required.

Preferred Qualifications
- **Commitment to Equity:** Background shows evidence that individual is/has been working towards creating a more inclusive environment for all individuals, continuous learner, consciousness raising, multiple perspectives represented
- **Multicultural Experience:** Identifies as someone with a multicultural and/or bilingual life experience. Is able to adapt their own attitudes, behaviors, and values to the mainstream culture and combine/blend aspects of multiple cultures.
- **Working with resilient youth and historically underserved student groups:** Understanding the challenges and barriers that our students face with navigating a system that historically was not created to serve them
- **Relationship Oriented:** Is able to communicate effectively to develop, grow, and sustain relationships rooted in trust.
- **Respectful:** Is able to serve as a positive role model by modeling patience and reflective listening. Listening to understand
- **Responsible:** Is able to own tasks when it comes to caseload, is able to create appropriate boundaries in order to hold students accountable to high standards.
- **Collaborator:** Is able to promote a spirit of teamwork, is respectful, builds trust with teammates, advocates, and supports effective teamwork.
- **Organized:** Being able to track different student opportunities, application completion and completion dates, corresponding deadlines
• **Data: Tracking, management, organizing:** Is able to look at data, identify patterns and make suggestions for changes. Navigate database software, understands essentials of data integrity, managing files for merging, organizing, and helping others track specific data needed for reporting.

**To Apply**
Please send a cover letter and resume to Joy Leising at: [joy@greater-than.org](mailto:joy@greater-than.org). Applications will be reviewed and accepted through July 14, 2023.

*An Equal Opportunity Employer*