PROJECT COORDINATOR
Overview & Position Description

Background
The [High Tech High Graduate School of Education](#) (HTH GSE) emerged in 2007 with the mission to activate a global network of change leaders to disrupt the status quo through transformative learning experiences. In Fall 2025, in collaboration with our partners at [Improvement Collective](#), the HTH GSE launched the [National Coalition for Improvement in Education](#) (NCIE). In service of advancing the field of improvement in education, *NCIE collaborates with partners across the state and the nation to:*
- *accelerate results on important and pressing problems in education*, such as reducing chronic absenteeism, ensuring equitable access to college, and improving math teaching and learning.
- *support and cultivate the growing community of educational improvers* through cross-sector convenings, capacity building, and communications that link people to the resources and opportunities they need to grow as improvers and change agents.
- *reduce fragmentation and coordinate an aligned strategy to expand and sustain the field of improvement in education* across a diverse set of actors.

Mission & Values
The mission of NCIE is to champion and amplify the use of improvement methods to transform educational systems so all young people learn and thrive, especially those at the margins. We do this by embracing the below core values and supporting educators to embrace them as well:
- *Do the self work* needed to liberate ourselves, those we serve, and the systems in which we live and work
- *Build authentic relationships* that nurture belonging, encourage risk-taking and accelerate learning
- *Use data for equity* to understand what works for whom under what conditions
- *See our systems* as they are and how they could be, building a clear bridge between our reality and our aspirations
- *Expand our collective agency* to take radical ownership, involve those closest to the problem, and make change that lasts

We are seeking a colleague who shares these values, and who challenges us to continually improve our approaches and effectiveness.

Project Coordinator Role
The project coordinator will support two [networks addressing chronic absenteeism](#): Raising Attendance & Improving Student Engagement (RAISE), a learning network aimed at reducing chronic absenteeism across California, and the National Attendance and Engagement Meta Network (Meta), a national collaborative network that is connecting organizations working on reducing chronic absenteeism across the country.

The project coordinator will work closely and collaboratively with project leads and project managers to plan and coordinate the smooth day-to-day operations and logistics needed to support the networks' various strands of work, support communications and engagement with staff, partners, vendors and stakeholders, and manage key processes that allow projects to progress effectively.

Responsibilities
- **Project Coordination**
  - Serve as a core member of both project teams.
  - Participate in regular team meetings, document action items and decisions made during meetings, and ensure action items have been addressed by the appropriate parties.
  - Communicate regularly and proactively with all team members and external stakeholders to ensure action items are coordinated and completed in a timely manner. Respond to emails and other inquiries in a timely and warm manner. If needed, connect person/org with the appropriate person on staff.
  - Create and organize documentation and required artifacts, in addition to collecting and updating data.
  - Create and maintain the database of program/event participants, updating information as necessary.
  - Create surveys to elicit participant feedback, manage survey data, share back with teams and support the use of data to inform decision-making and improve events and processes.
  - Coordinate with our Unboxed media team to coordinate media capture at/for events, and with our communications team to support the rollout of organizational communications.

- **Event Logistics Management**
  - Coordinate logistical details for meetings and events (both with program team members and external partners), including preparing and sending calendar invitations, tracking RSVPs, preparing event materials, securing and setting up the venue, arranging catering, audio-visual needs, local transportation for participants, and providing onsite support for events
  - Plan, coordinate, and arrange for technology needs and provide technical assistance and support for in-person and virtual Zoom meetings/events to ensure a seamless event experience
  - Ensure necessary hotel contracts are secured ahead of time and manage the hotel room block, including sending pertinent info to attendees.
  - Support the development of convenings and events to create a welcoming, productive, and engaging learning experience for all attendees.
  - Make complex travel arrangements that may involve multiple travelers and/or multiple destinations (hotel, air/ground transportation, meeting arrangements). Prepare and follow up on necessary expense reimbursements.

- **Administrative Support & Process Improvement**
  - Manage organizational planning calendars, including scheduling meetings with multiple internal and external contacts and securing meeting spaces.

- ○ Work with project managers and leads to maintain accurate accounting records of expenditures. Manage and process invoices, honorariums,and reimbursements in a timely manner in collaboration with the HTH GSE business office. Meticulously track expenses/revenue, and follow-up in a timely manner to ensure completion/payment.
- ○ Provides logistics supports for the broader internal NCIE team as needed.
- ○ Assist with the development of procedures and tools to closely monitor important timetables and processes and refine them over time to streamline and improve effectiveness.
- ○ Work with project managers and leads to coordinate grant reporting efforts and manage grant-related deliverables.

Knowledge, Skills & Experience
- The ideal candidate will be a highly dependable self-starter who can work independently and self-manage toward goals, while also working collaboratively and effectively with varied constituencies. They will also have an improvement mindset, helping to identify processes to improve upon.
- Excellent at organizing, attending to detail, meeting deadlines, and taking a task or project from concept to completion, while also being flexible and adaptable. Able to determine and ask the necessary questions to follow through and consult with others frequently, but also proposes creative solutions to problems and gets things rolling without much guidance.
- Experience managing the logistical needs of complex projects involving multiple internal and external partners and dynamic environments; logistics experience in the area of education is a plus, but not required.
- Strong collaborative, team player who is self-reflective and treats challenging or uncertain situations as opportunities to learn and grow. Able to juggle competing demands and prioritize without sacrificing quality.
- Excellent relationship management and communication skills (written and verbal) across lines of difference, such as race or other identities. Truly welcomes viewpoints that differ from their own, and is able to "sit with" discomfort when people express themselves in ways that aren't familiar to them. Skilled at nurturing relationships that are mutually beneficial.
- Very strong computer skills and the ability to quickly learn new technologies and software. Knowledge and ease of use with the following is preferred, but not required: Google Suite (docs, sheets, forms, slides), Zoom, Airtable and Fillout, Slack, Mailchimp, DocuSign, Quickbooks, Glide.
- Comfort with using data for improvement and to inform decision-making is desired.

Logistics
This is a full-time position with competitive salary and benefits (medical, dental, retirement with 10% employer contribution). Salary range $60,000-$80,000. GSE employees are on 210-day contracts with scheduled breaks for Thanksgiving, winter, spring, and summer similar to an academic calendar.

Start date: October 15, 2025
Location: San Diego with a hybrid/in-person work environment strongly preferred. Remote with some required travel may be considered.

Reporting Structure: The project coordinator will report directly to the project leads for their assigned strands of work, and be supported by project managers.

Hiring Process
Phase 1: Submission - **To apply, please send a cover letter and resume to Betty Hua at bhua@hthgse.edu by August 5, 2025.**

Phase 2: Initial Round of Interviews (8/5 - 8/22) - Potential candidates will be invited for an interview with staff. If you are selected for an interview, we will reach out in the first two weeks of August to schedule.

Phase 3: Case Studies & Final Round of Interviews (8/25 - 9/12) - Final candidates will be invited to respond to case studies and submit their responses prior to a second interview with institutional leadership and stakeholders. If you are selected for this final round interview, we will reach out during the last week of September to schedule.