



PROJECT COORDINATOR

Overview & Position Description

BACKGROUND

[High Tech High Graduate School of Education](#) (HTH GSE) launched in 2007 to activate a global network of change leaders disrupting the status quo through transformative learning. In Fall 2025, in collaboration with our partners at [Improvement Collective](#), HTH GSE launched the [National Coalition for Improvement in Education](#) (NCIE), whose mission is to champion and amplify the use of improvement methods to transform systems so all young people learn and thrive, especially those furthest from opportunity. We're looking for someone who shares our commitment to always push for better, build authentic relationships, and work across lines of difference to create lasting system change.

PROJECT COORDINATOR ROLE

We're hiring a full-time Project Coordinator to work closely with the Project Manager in supporting two NCIE [networks addressing chronic absenteeism](#): the RAISE (Raising Attendance & Improving Student Engagement) Network, focused on reducing chronic absenteeism across California, and the National Attendance and Engagement Meta Network, a national network doing the same work across the country.

This essential role coordinates the day-to-day operations and logistics behind the networks' various strands of work — from planning in-person and virtual events that bring our networks together and promote effective learning, to communicating with staff, partners, vendors, and stakeholders across email, newsletters, and other channels. The right person brings exceptional attention to detail and is organized, responsive, and warm with partners; takes ownership of tasks from start to finish; and enjoys solving problems as they come up.

RESPONSIBILITIES

Project Coordination & Communications

- Serve as a core member of both the RAISE and Meta Network project teams, partnering closely with the Project Manager
- Document action items and decisions from team meetings; follow up to ensure items are addressed by the appropriate parties
- Respond to emails and inquiries from partners and stakeholders in a timely, warm manner; connect people with the right staff member as needed
- Create and organize project documentation and required artifacts
- Coordinate with the Unboxed media team on event media capture and with the network communications team to draft, schedule, and send network newsletters

Participant Data, Recruitment & Contract Tracking

- Create and maintain the database of program/event participants; keep records accurate and up to date
- Provide first-line troubleshooting for the participant database and app: resolve data errors, duplicates, and access issues, and escalate to the Project Manager or data lead as needed
- Support recruitment efforts by tracking leads, logging outreach, and following up with prospective partners and participants
- Track partner and district contracts from draft through signature; monitor status, flag delays, and keep executed copies organized
- Create participant feedback surveys, manage survey data, and share results with teams to inform decision-making

Event Planning & Logistics

- Coordinate logistics for meetings, convenings, and learning sessions in partnership with the Project Manager and GSE events team, including calendar invitations, RSVP tracking, event materials, venue setup, catering, A/V, and onsite support
- Manage hotel room blocks and contracts; share pertinent travel and lodging details with attendees
- Make complex travel arrangements for multiple travelers and destinations; prepare and follow up on expense reimbursements
- Plan for technology needs and provide technical support for in-person and virtual (Zoom) events

Administrative Support & Process Improvement

- Manage shared planning calendars, including scheduling across internal and external contacts and securing meeting spaces
- Process invoices, honorariums, and reimbursements with the HTH GSE finance team; track expenses and follow up to ensure timely payment
- Support the Project Manager with budget tracking and grant reporting deliverables
- Provide logistics support for the broader NCIE team as needed
- Identify opportunities to streamline processes; build and maintain practical tools and systems that help the team track progress and work efficiently

Knowledge, Skills & Experience

- 2+ years of coordination, administrative, or operations experience, ideally in nonprofit, education, or a mission-driven environment
- Exceptional attention to detail — double-checks data, documents, and communications; catches errors before they become problems; and holds a high standard for accuracy and follow-through
- Strong organizational skills — excellent at meeting deadlines and taking tasks from start to finish, while staying flexible under competing demands
- Dependable self-starter who works independently while staying collaborative; proposes creative solutions and moves work forward without needing much guidance, while consulting others along the way

- Strong relationship management and communication skills (written and verbal) across lines of difference; welcomes differing viewpoints and sits with discomfort when people express themselves in ways that aren't familiar to them
- Experience with event logistics, including travel coordination and vendor management, strongly preferred
- Comfort maintaining and troubleshooting databases and tracking tools; keeps data clean, accurate, and organized
- Self-reflective team player who treats challenges as opportunities to learn and grow
- Very strong computer skills and quick to learn new technology; familiarity with Google Workspace, Zoom, Airtable, Fillout, Slack, Mailchimp, or DocuSign is a plus
- Comfort with using data for improvement and to inform decision-making is desired

Logistics

Full-time position with competitive salary and benefits (medical, dental, retirement with 10% employer contribution). Salary range \$70,000 - \$80,000. GSE employees are on 210-day contracts with scheduled breaks (Thanksgiving, winter, spring, summer) similar to an academic calendar.

Start date: January 20, 2027

Location: San Diego - hybrid/in-person role

Reporting: Reports to project leads for assigned strands of work, working day-to-day with and supported by the Project Manager

HIRING PROCESS

Phase 1 — Application Submission by November 13: Send a cover letter and resume to Betty Hua at bhua@hthgse.edu, specifying the role you're applying for.

Phase 2 — Initial Interviews (December 8-9): Selected candidates will be contacted by November 19th to schedule.

Phase 3 — Performance Task & Final Interviews (January 7-8): Final candidates will be contacted by December 18th to complete a performance task ahead of a final interview with institutional leadership and stakeholders.

Equal Employment Opportunity Policy

An offer of employment will be subject to the successful completion of a background check. HTH is an equal opportunity employer. It is the policy of HTH to afford equal employment and advancement opportunity to all qualified individuals without regard to race, ethnicity, creed, color, religion, national origin, ancestry, sex, sexual orientation, gender, pregnancy, age, disability, parental, family, marital status, medical condition, or any other classification that is protected under applicable local, state or federal law. HTH does not discriminate on the basis of actual or perceived sex, sexual orientation, gender, gender expression, gender identity, ethnicity, ethnic group identification, immigration status or citizenship, race, ancestry, national origin, color, religion, religious affiliation, creed, mental or physical disability, age, parental, family, marital status, or any other basis protected by applicable law in employment, admission, or educational program or activities.

Studies have shown that historically underrepresented groups are less likely to apply for positions unless they believe they meet every one of the qualifications as described in a job description. Our top priority is finding the best candidate to meet the current needs of the organization. If you are interested in a position, we encourage you to apply even if you do not believe you meet each one of the qualifications outlined.