



## Job Description

**POSITION:** Special Projects Coordinator

**REPORTS TO:** Chief Advancement Officer

**POSITION TYPE:** 12-month

**COMPENSATION:** \$23.01 - \$29.91 an hour

### THE CHALLENGE

Across the nation, only half of all students from low-income communities graduate from high school and only 10% earn a college degree. Even though 89% of our students are economically disadvantaged, [YES Prep](#) provides evidence that different outcomes are possible. Eighty-three (83%) of YES Prep alumni matriculate to college within one year and alumni like [Eddie Zapata](#) are earning their college degrees at four times the rate of their peers with similar socioeconomic backgrounds. How do we do this? YES Prep has 25 campuses serving PK-12, [19 campuses](#) of those campuses serving 6th-12th graders, like [Monique Bowie](#), and 4 of those being our newest [elementary campuses](#). We will continue adding 2 elementary campuses per year until 2024. This allows us to serve even more families and provide access to a college preparatory mindset from a child's first schooling experience.

Houston is the 4th largest city and growing! There are over 20 public-school districts and other great public charter school options, like KIPP Texas-Houston and IDEA Public Schools, within Houston's city limits serving our increasing population. YES Prep's student enrollment is estimated to grow from 15,400+ students currently, to 23,000 by the 2024 – 2025 school year.

### THE OPPORTUNITY

YES Prep needs a dynamic Special Projects Coordinator with a diverse set of experiences, to make our mission a reality. As a YES Prep employee, you will achieve jaw-dropping results, create pathways to opportunity for our students, build transformative relationships, and eliminate educational inequities to advance social justice.

To put it simply, the Special Projects Coordinator will be an essential member of the YES Prep Advancement team. We seek someone who is dynamic, hard-working, organized, flexible, team-oriented, and will provide an incredible opportunity to engage in all aspects of development, including donor relations and communications; event management; individual, foundation, and corporate giving; and more.



## THE ROLE

When you join the YES Prep team, some of the exciting work and responsibilities will include:

- Provide administrative support to the Chief Advancement Officer, including calendar and email management, meeting preparation, note taking and follow-up
- Serves as a teammate of the support team that reports to YES Prep's Chief Executive Team
- Provides support for YES Prep's Board and Advisory Council meetings.
- Assist in event planning prep, day-of support, event data management, and communications
- Provide administrative support to a range of activities to steward and cultivate YES Prep donors
- Coordinate school tours for external stakeholders
- Act as an editor for communications coming from the Advancement team for internal or external stakeholders
- Assist in the coordination of Senior Signing Day and the Kinder Excellence in Teaching Award dinner.
- Serve as project manager for Change Makers, YES Prep's staff giving program
- Responsible for supporting the advancement team by providing overall administrative support for the department
- Collaborate with the entire Advancement team toward achieving overall team goals
- Monitor the department's budget and expenses through MUNIS
- Additional duties as assigned

## THE PERSON

We seek staff with diverse backgrounds, talents, interests, and ideas. Certain traits consistently shine through for our most successful employees: **passion for the mission, drive for results, care for students, resilience, and humility**. Other traits needed and desired for this role are:

## MUST HAVES

- Bachelor's degree from an accredited four-year educational institution
- At least 1 year of professional experience
- Close attention to detail and high regard for accuracy
- Highly developed listening skills
- Excellent written communication skills
- Team-oriented and agile work style
- Experience working in databases and knowledge of CRM best practices
- Highly proficient in Microsoft Office suite
- Quick learner of new technologies
- Belief in and commitment to the mission and core value of YES Prep Public Schools
- Creates and maintains positive working relationships on a team and/or in a highly collaborative environment
- A dedication to learn, grow, and develop as a professional



### NICE TO HAVES

- Experience in development
- Experience in education
- Experience working or leading events
- Knowledge working in Salesforce

### **THE PERKS**

- **Compensation** – This position is a non-exempt, hourly position; salary offers commensurate with experience.
- **Health and Supplemental Insurance** – A \$10 monthly medical option that includes \$600 towards a Health Savings Account, in addition to a variety of supplemental benefits including Dental, Vision, Disability, Life, etc. Employees must work 20+ hours a week to be eligible for a full spectrum of benefits, and 10 hours a week minimum for medical benefits.
- **Retirement Plans** – Participation in [Teacher Retirement System of Texas](#) and a [457 Retirement Plan](#).
- **Paid Time Off** – Employees working 20+ hours a week receive 15 days of Paid Time Off in addition to the system closures during the [Academic Calendar](#).
- **Paid Leave Programming** – In the event you need to be out due to medical needs (including maternity and paternity leave), YES Prep offers paid leave, paid out at 100%, based on eligibility and tenure.
- **Professional Development** - YES Prep values longevity and performance over time. We invest in developing leaders through high-quality programs, effective coaching, and ongoing [professional development](#).
- **Award Winning Culture** – The strong cultures of our campuses and Home Office are just one of many reasons we were named [Houston's Best Place to work](#) in 2018 and 2019. We won the [2012 Broad Prize for Excellence in Urban Education](#) and were a 2016 finalist as well.

### **WE ARE DEEPLY COMMITTED TO EQUITY & DIVERSITY**

YES Prep strives to recruit a diverse team of leaders. We believe there is a transformative academic and social benefit for students when their teachers and leaders reflect a diversity of backgrounds. Ninety-five percent (95%) of staff members agree that the organization provides a welcoming environment given their background and identity according to our latest system survey.

YES Prep is an equal opportunity employer and does not discriminate against any employee or applicant on the basis of race, color, ethnicity, religion, gender, sexual orientation, gender expression, national origin, disability, age, marital status, military status, pregnancy, or parenthood.



## THE NEXT STEPS

If this sounds like your just right job, apply today!

If you are not sure this opportunity is for you, are simply curious, or know someone who would be perfect, please reach out to our Talent team to be connected to a recruiter by filling out [this form](#).