# Project Coordinator, Events

*(Job Number: 87082BR)*

<table>
<thead>
<tr>
<th>Campus Location</th>
<th>Tempe or West</th>
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<tbody>
<tr>
<td>Full-Time/Part-Time</td>
<td>Full-Time</td>
</tr>
<tr>
<td>Grant Funded Position</td>
<td>This is a grant-funded position and is contingent on future grant funding.</td>
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<tr>
<td>Salary</td>
<td>$44,950 - $62,000 per year; DOE</td>
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<td>Close Date</td>
<td>January 3, 2023</td>
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</tbody>
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## Job Description

Arizona State University’s Mary Lou Fulton Teachers College is seeking a proactive project coordinator capable of supporting events and professional learning designed to create meaningful change for learners, educators and communities.

This position could be based at either Tempe or West campuses in the Phoenix metro area. Candidates may have the option of some remote work based on the needs of the college and the qualifications of the candidate.

We seek a highly-skilled project coordinator to join the Next Education Workforce Initiative. We are a growing team that is honored to work closely with K—12 systems, schools and organizations to build teams of educators who together provide deeper and personalized learning for all students, especially those learners who have been marginalized by race, class and ability.

The person hired for this role will (1) work with colleagues to identify event and project scope, strategy, budget, and outcomes; (2) plan, coordinate and execute event logistics either in person or online (3) ensure timely delivery of project and event outcomes; and (4) prepare content and communications in support of events.

An ideal candidate for this position will have demonstrated interest in education or events; experience developing and executing project plans; and strong verbal and written communication skills.

Above all, an ideal candidate will be someone who can comfortably navigate a fast-paced work environment; support multiple collaborators to plan and execute high-quality projects and events; and center equity, diversity and inclusion.

**What is the Next Education Workforce?** The Next Education Workforce starts with the conviction that, if we’re not getting the education workforce or the learning outcomes we want, we need to redesign the profession, the workplace and how we prepare people for both.

We partner with schools and other partners to:

1. Provide all students with deeper and personalized learning by building teams of educators with distributed expertise and
2. Empower educators by developing better ways to enter the profession, specialize and advance.

## Essential Duties

### Project management

- Work closely and collaboratively with stakeholders to set the scope, strategy, key milestones, budget and outcomes for events and other projects as needed.
- Plan, develop, implement and manage events, including professional learning events, including project plans, timelines, communications, logistics and event outcomes.
- Proactively communicate project milestones and deadlines to stakeholders and regularly monitor and manage tasks, milestones and deadlines from the initial conception of the event to its successful completion.
- Identify necessary resources and target appropriate internal and/or external sources to meet project goals.
- Keep events and task assignments up-to-date in project plans, project management systems and on websites.
- Assist with developing workflow procedures and associated processes to optimize the execution of events and professional learning.
- Prepare post-project and post-event reports and summaries to ensure timely dissemination of information to all interested parties.

**Events**

- Work closely with events and marketing team and project manager colleagues to coordinate/implement event logistics, including rentals, facility reservations, catering, parking, seating, audiovisual equipment, collateral materials, registration, set-up and tear-down, staffing, additional guest/participant needs and other details.
- Provide on-site presence and support as needed during events to ensure successful events that meet organizational goals and expectations.
- Perform other duties related to Next Education Workforce events as required.

**Communications and marketing**

- Work closely with communications and marketing colleagues to coordinate/implement advertising, marketing and/or communications plans.
- Prepare communications for programs and events; identifies recipients based on interests, affiliations or other selection criteria to ensure timely and thorough notification for the achievement of set goals.
- Center diversity, equity and inclusion in their work and in interactions with colleagues and stakeholders.

**Minimum Qualifications**

- Bachelor’s degree and 2 years related experience; OR, any equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved.

**Desired Qualifications**

- Bachelor’s degree and experience in the field of education, project management or a related field.
- Excellent communication skills with a wide variety of audiences.
- An ability to thrive in a working environment that prioritizes action, iteration and continual learning with a large, diverse set of stakeholders.
- A community-oriented and collaborative approach.

The desired candidate will also have experience in the following areas:

- **Managing concurrent projects:**
  - Managing several complex, sometimes ambiguous event project plans and seeing them through from initial conception to implementation and evaluation.

- **Planning and problem-solving:**
  - Creating and executing on project-level plans for organizations, schools or teams.
Supporting stakeholders in solving problems, building consensus, prioritizing and making decisions.

- **Developing audience-focused plans:**
  - Managing participant lists and tailoring communication through a variety of platforms and systems, such as email and registration platforms, customer relation management software (Aventri, Salesforce, etc.)
  - Using data to drive decision-making.

- **Developing and sustaining relationships:**
  - Building and supporting collaborative networks and project teams.
  - Strong interpersonal and relationship skills with the desire to do people-centered work.
  - Ability to foster sustained relationships and partnerships both internally and externally with diverse stakeholders.

- **Demonstrating commitment to equity and inclusion:**
  - Teaching, leading, service and/or community involvement grounded in equity, diversity and inclusion and/or anti-racism.

**Working Environment**

Most activities are performed in an environmentally controlled office setting subject to extended periods of being stationary, keyboarding and manipulating a computer mouse. Frequent moving of items up to 25 pounds. Regular activities require the ability to quickly change priorities, which may include and/or are subject to resolution of conflicts. May be required to perform tasks in the field within and/or across University campuses.

ASU is a diverse enterprise with a wide variety of work and learning modes, locations and a commitment to sustainability, innovation and employee work-life balance. We are determined to maintain our position as an employer of choice in a competitive labor market.

**Flexible work options**

- **Alternative work** schedules can include four, 10-hour workdays in a workweek; a nine-day, 80-hour schedule over two workweeks for exempt employees only; and staggered start and stop times.

- **Hybrid work** is an arrangement where employees spend a minimum of 60% of their regular workweek at their primary ASU work location. Dean or vice president-level approval is required.

**Department Statement**

ASU’s Mary Lou Fulton Teachers College creates knowledge, mobilizes people, and takes action to improve education. Nationally recognized as a leader in teacher preparation, leadership development and scholarly research, Mary Lou Fulton Teachers College prepares over 7,600 educators annually. MLFTC faculty create knowledge by drawing from a wide range of academic disciplines to gain insight into important questions about the process of learning, the practice of teaching and the effects of education policy. MLFTC mobilizes people through bachelor’s, master’s and doctoral degree programs, through non-degree professional development programs and through socially embedded, multilateral community engagement. MLFTC takes action by bringing people and ideas together to increase the capabilities of individual educators and the performance of education systems.

Aligned with ASU’s commitment to justice, equity, diversity and inclusion, MLFTC is committed to advancing systemic equity in our curricula, programming and institutional relationships. The college’s core value of **Principled Innovation** connects individual decision making to the pursuit of systemic equity.
### ASU Statement

Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 80,000 students in metropolitan Phoenix, Arizona, the nation's fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.

ASU is a tobacco-free university. For details visit [https://wellness.asu.edu/explore-wellness/body/alcohol-and-drugs/tobacco](https://wellness.asu.edu/explore-wellness/body/alcohol-and-drugs/tobacco)

Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will be considered without regard to race, color, sex, religion, national origin, disability, protected veteran status, or any other basis protected by law.

### Notice of Availability of the ASU Annual Security and Fire Safety Report

In compliance with federal law, ASU prepares an annual report on campus security and fire safety programs and resources. ASU’s Annual Security and Fire Safety Report is available online at [https://www.asu.edu/police/PDFs/ASU-Cleri-Report.pdf](https://www.asu.edu/police/PDFs/ASU-Cleri-Report.pdf). You may request a hard copy of the report by contacting the ASU Police Department at 480-965-3456.

Relocation Assistance – For information about schools, housing child resources, neighborhoods, hospitals, community events, and taxes, visit [https://cfo.asu.edu/az-resources](https://cfo.asu.edu/az-resources).

### Employment Verification

ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.

### Background Check Statement

ASU conducts pre-employment screening for all positions which includes a criminal background check, verification of work history, academic credentials, licenses, and certifications. Employment is contingent upon successful passing of the background check.

### Instructions to Apply

Application deadline is 3:00PM Arizona time on the date indicated.

Please include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position.

Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.

ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.

Only electronic applications are accepted for this position. 87082BR