



Dudley Flood Center for Educational Equity and Opportunity

THE PUBLIC SCHOOL FORUM OF NORTH CAROLINA

Part-time Program Coordinator, Dudley Flood Center

[The Dudley Flood Center for Educational Equity and Opportunity](#) (Flood Center) serves as a hub to identify and connect organizations, networks, and leaders to address issues of equity, access, and opportunity in education across North Carolina. Launched in 2019, the Flood Center was born out of the [findings and recommendations of the Public School Forum of NC's Study Group XVI: Expanding Educational Opportunity \(2016\)](#), co-chaired by Dr. Dudley E. Flood, as well as the [Color of Education](#) partnership, which aims to achieve racial equity in education across North Carolina through building connections and engagement across fields of research, policy and practice. The Flood Center informs discussions on policies impacting equity & social justice, support and advance equity-focused educator programming, and promote discussions around how resources are distributed at the local and state levels, in hopes of achieving equity, access, and opportunity for every student in North Carolina.

The part-time **Program Coordinator** supports the operational, programmatic, and policy efforts. The Program Coordinator supports the Flood Center's programs and events. This part-time position provides the opportunity to make an immediate impact on educational inequities in schools and build a strong network in North Carolina education policy and programs. The Program Coordinator reports to the Center's senior director; however, will work across the leadership and team of the Flood Center.

Primary responsibilities:

- Work closely with the Sr. Director with calendaring events/appointments and prioritizing urgent matters
- Provide overall coordination support and organization for the Flood Center's small and large events including hospitality responsibilities.
- Provide administrative and logistical support as needed by the Flood Center's leadership and team members.
- Draft and disseminate information about the Flood Center's programmatic and research efforts to educational stakeholders, including educators, non-profit organizations, policymakers, and other education stakeholders.
- Maintain comprehensive and accurate records and files.
- Develop manuals to document and guide the Flood Center work as requested and under the guidance of Flood Center Leadership.
- Other duties as assigned.

Required Qualifications:

- Commitment and enthusiasm for the Dudley Flood Center’s mission and vision.
- A deep understanding of educational inequities, including but not limited to racial inequities, and their impact on student outcomes.
- Strong commitment to ensuring educational equity, access, and opportunity for all students by dismantling systemic oppression in education.
- Excellent organizational skills, strong attention to detail, and ability to multi-task.
- Customer service orientation.
- Strong written and verbal communication skills.
- Proactivity and self-direction.
- Strong communication and interpersonal skills; ability to work well with diverse management styles
- Strong problem-solving & decision-making skills.
- Experience coordinating in-person, hybrid, and virtual events.
- Experience with Zoom, Eventbrite, WordPress, iContact, Google Suite, and Canva or related programs/platforms is a plus.
- Thrives in a team-driven, collaborative work environment.
- Flexible and willing to take on new challenges.
- Bachelor’s Degree required.

Preferred Qualifications:

- Knowledge of NC education policy.
- Knowledge of and experience working with schools, districts, and educators.
- Research experience with a focus on educational equity.

Compensation and Benefits:

This is a part-time position - 20-25 hours/week. The annual full-time equivalent (FTE) salary is \$48,000-\$52,000 and will be pro-rated based on agreed upon hours per week. The Public School Forum offers the following benefits: a generous 401K retirement plan and personal leave policy, group term life insurance, 10 paid holidays in addition to the week between Christmas and New Year’s based on % of FTE, and a shortened summer workweek (Fridays off) from Memorial Day to Labor Day. The Public School Forum of NC is a 35+ year-old nonprofit organization and not a state employer. The Forum fosters a welcoming, diverse, and inclusive culture

The position is located in the Triangle area/Raleigh, NC. Hybrid work arrangement. Mostly remote with a requirement to come into a physical office at least one day/week in Raleigh. Occasional travel required. Background check required for employment.

How to Apply:

Interested candidates should send a resume and cover letter to jobs@ncforum.org with the subject line “Program Coordinator - Flood Center ” by the **application deadline of April 12, 2024.**

Equal Opportunity Employer:

It is the policy of the Public School Forum to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law.

About the Public School Forum of NC:

For more than 35 years, the Public School Forum of North Carolina has worked to shape world-class public schools through research, policy work, programs, advocacy, and continuing education for educators and policymakers. We are a nonprofit partnership of leaders from business, education, and government that makes significant contributions to K-12 public education in North Carolina.