

California State University, Fresno Foundation

PROJECT COORDINATOR - JUMPSTART

JOB ANNOUNCEMENT #24-637

<p>POSITION SUMMARY:</p>	<p>Full-time, benefited position with Jumpstart through the California State University, Fresno Foundation. Jumpstart is a national early education organization that recruits and trains college students and community volunteers to work with preschool children in low-income neighborhoods. Through a proven curriculum, these children develop the language and literacy skills they need to be ready for school, setting them on a path to close the achievement gap before it is too late. The Project Coordinator is an 11-month position based at California State University, Fresno. Under the supervision of the Senior Project Coordinator, the Project Coordinator is responsible for assisting in the oversight of the day-to-day operations of the campus Jumpstart program to ensure that Jumpstart Quality Standards are met and the program is meeting grant requirements. The Project Coordinator will support recruitment, training, and management for college students serving as part-time AmeriCorps members to work with low-income preschool children during the academic year. In particular, this Project Coordinator will be the primary staff member responsible for high-level administrative duties related to the program budget, payroll, and America Learns timesheets, and related tasks. The Project Coordinator, in conjunction with key campus personnel and Jumpstart’s regional and national staff, will effectively implement the Jumpstart program model.</p>
<p>ESSENTIAL JOB FUNCTIONS:</p>	<p>The Project Coordinator will report directly to their higher education partner supervisor, Senior Site Manager, and a Jumpstart Program Director. Typical duties include, but are not limited to, the following:</p> <p><u>Administrative Operations</u></p> <ul style="list-style-type: none"> • Manage Corps member files to AmeriCorps and/or grant specifications. • Manage student records including hours reporting and tracking, program eligibility, AmeriCorps tracking, etc. • Work with Jumpstart staff to ensure grant and programmatic compliance. • Oversee the day-to-day administrative operations of the program, providing a full range of complex administrative functions and support. • Assist with the recruitment process; interview and selection of Corps members. • Support Corps members in the completion and tracking of expected hours requirements. • Assist in the supervision of student assistants, Corps members, and Team Leaders, coordinating work schedules, workflow, payroll review, and other ongoing activities to ensure completion of student responsibilities and meeting program needs. • Coordinate the travel approval process, travel reimbursements, and other types of reimbursements for the program. • Utilize a variety of desktop and online resources to organize and maintain office records, including course and student records. • Work independently to troubleshoot and prioritize various issues related to logistics, technical, financial, and administrative needs, which may require research, analysis, and evaluation of information to develop solutions. • Collaborate with other department staff on various projects including developing policies, procedures, and tools, assessing effectiveness, and readjusting as needed. <p><u>Early Childhood Education and Training</u></p> <ul style="list-style-type: none"> • Assist with Jumpstart training for Corps members; adapt or develop specialized training content for Corps members when necessary. • Observe Jumpstart sessions to monitor the quality of interactions between Corps members and children and the implementation of planned curriculum. • Provide coaching and feedback to Corps members. • Observe and support Curriculum Planning Meetings to monitor the quality of team collaboration, meeting facilitation and the design of curriculum to be used in Jumpstart Sessions.

	<p><u>Campus and Community Partnerships</u></p> <ul style="list-style-type: none"> • Assist with the development and management of high-quality Preschool Program Partner relationships. • Cultivate and foster campus relations to ensure the sustainability and success of the program on campus. • Contribute to the development of the Jumpstart brand by engaging in local media and public relations activities, including maintaining and updating social media pages (Facebook, Instagram) and Alumni Newsletters. • Work with Jumpstart staff to support city/community-based efforts (city-wide volunteer event collaboration, city-wide training institute collaboration, etc.). • Work with student assistants and program staff to plan and execute volunteer engagement activities to involve corps members and members of the community. <p><u>Jumpstart National Network Responsibilities</u></p> <ul style="list-style-type: none"> • Participate in weekly one-on-one meetings with the Jumpstart Program Director • Participate in ongoing conference calls. • Participate in New Staff Orientation during the first year, ongoing staff training, and periodic retreats throughout the year. • Support the stewardship of local stakeholders by hosting site visits and engaging Corps members in events. <p><u>Campus Specific Responsibilities</u></p> <ul style="list-style-type: none"> • Participate in campus and department responsibilities including staff meetings and events. • Encourage Jumpstart members to connect their work in local preschool classrooms to credit-bearing coursework, including but not limited to COMS 101 courses and service-learning. • Work with campus and program personnel to develop and deliver service-learning course content. • Assist in the recruitment and management of part-time student assistants or graduate students to assist with administrative tasks.
<p>QUALIFICATIONS & EXPERIENCE:</p>	<p><i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p> <ul style="list-style-type: none"> • Bachelor’s Degree required • Equivalent of one year experience in an early childhood setting, child development, in a higher education or similar setting, and/or managing college students required. • Effective problem-solving skills required • Highly organized and detailed-oriented required • Strong organizational, management, and leadership abilities required. • Ability to prioritize and multi-task to meet key tasks and deadlines required • Ability to comprehend and manage basic fiscal matters such as budgets required • Demonstrated ability to use advanced functions of Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), and web-based forms (ie. DocuSign, AdobeSign) required • Background in community service preferred • Demonstrated ability to use basic social media platforms to advance Jumpstart brand (Facebook, Instagram, Canvas) preferred • Experience fostering partnerships with other organizations/entities preferred • Prior experience in managing others; ability to provide verbal and written feedback preferred • Demonstrated ability to build and maintain effective working relationships across diverse ethnic, cultural, and socioeconomic backgrounds required • Commitment to Jumpstart's mission and values of learning, determination, connection, joy, and kindness • Commitment to serving young children, families, and local communities • Commitment to developing an orientation toward civic engagement among undergraduate students • Must possess a valid driver’s license, reliable vehicle, and valid insurance as travel is required

SALARY/BENEFITS:	\$4,545.45 per month (\$50,000.00 annually for this 11-month position). Benefits include medical, dental, vision, life insurance, 401(k), vacation, sick leave and holiday pay.
DEADLINE:	Application review begins <u>September 2, 2024</u>. Position will remain open until filled.
TO APPLY:	Please visit the Auxiliary Human Resources page at https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html for job announcement and application. E-mail completed application & resume to: auxiliary-hr@mail.fresnostate.edu .

RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION

*California State University, Fresno is a smoke free campus. For more information, please click <http://fresnostate.edu/adminserv/smokefree/index.html>
Employment for this position is by the California State University, Fresno Foundation. This is not a State of California position.*

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