Program Coordinator, Teacher Resource Center (TRC)
Reports to: Program Manager (TRC)

JOB DESCRIPTION: Program Coordinator position for The Education Partnership's flagship program, the Teacher Resource Center (TRC). Join the team at The Education Partnership to help provide school supplies for students and their teachers in under-resourced schools in Southwestern PA. Work in a fast-paced, dynamic and collaborative office and warehouse space with a clear focus on helping kids in need.

The Program Coordinator will work closely with dedicated staff and volunteers to support the teachers we serve through the organization's core values (respect, integrity, service, equity, and resourcefulness).

RESPONSIBILITIES:
Teacher Resource Center Program Coordination:

- Effectively promote Teacher Resource Center offerings to increase teacher participation
- Assist with data loading new school and teacher information
- Coordinate with Volunteer and Inventory Coordinator and Operations Coordinator to ensure adequate volunteers and restock of product for Teacher Resource Center
- Oversee shopping inventory and product restock to ensure excellence in service to our teachers
- Warmly greet teachers; clearly and firmly explain shopping instructions according to check-in procedures
- Assist teachers with check-out
- Train volunteers and applicable staff to perform check-in and check-out tasks
- Assist with TRC production needs for new program offerings and distribution methods
- Assist with product restock, tidying and organization
- Assist with annual school selection process
- Assist with other relevant programmatic and operational needs as required
- Record relevant teacher data in Salesforce

Teacher Resource Center and Partnership Communication:

- Assist teachers with appointment and change requests via email and phone
- Assist with organization of professional development
- Assist with researching and fostering community partnerships to engage with teachers

CORE COMPETENCIES:

- Display strong written and oral communication and organizational skills
- Proven customer service and retail experience
- Possess strong attention to detail and thorough follow-through abilities
- Manage, protect and communicate all information with an ability to handle sensitive and confidential information appropriately
- Excellent problem-solving, analytical, technical, and numerical abilities
- Flexible problem solving skills
- Fluent in MS Office Suite
- Ability to learn Salesforce

- Proven history of impeccable organization skills, attention to detail and follow through
- Bachelor's Degree preferred
- Ability to lift 35 lbs.
- Willingness to obtain forklift certification within 90 days of hire (on-site training and certification provided)
- The following PA clearances, or proof of application of clearances, are required beginning employment and as a condition of continued employment:
    - Pennsylvania Child Abuse History Clearance
    - Pennsylvania State Police Criminal Record Check

COMPENSATION AND BENEFITS: This is a full-time, salaried, exempt position based in Pittsburgh, Pennsylvania. Salary range is $35-38K and will commensurate with applicant's education level, experience and other attributes. Benefits will be discussed and considered as part of the overall compensation package.

Job placement at The Education Partnership will include successful past employer reference checks. All employment practices are in accordance with State of Pennsylvania and the EEOC guidelines and regulations. Storehouse for Teachers d/b/a/ The Education Partnership is a Pennsylvania nonprofit corporation and is subject to the governance of their Board of Directors 501(c)(3). The Education Partnership is an Equal Opportunity Employer. Personnel are chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status or sexual orientation, in accordance with federal and state law.
TO APPLY: Email cover letter and resume to: resumes@theeducationpartnership.org