Opening for Project Coordinator
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Learningtech.org [The Miller Institute for Learning with Technology] is a San Carlos-based 501(c)(3) nonprofit corporation that helps people use technology more effectively for learning. We help schools and libraries apply for government funding, assist with technology planning, support information technology. We also provide Computer Science and STEM research, development, and professional learning.

We currently have an opening for a part-time Project Coordinator to initiate, organize and monitor new internal and external projects. Working under the supervision of the Executive Director [ED], this individual will work agreed upon routine hours, performing a variety of administrative and coordination functions. To thrive in this role, he or she will need to be highly reliable, organized and efficient, enjoy variety and challenge, work independently and communicate well.

Primary Duties
- Learn our process and vision
- Initially 10 - 25 hours per week, by mutual agreement
  - Work remotely, but available to meet in San Carlos, CA weekly, as needed
  - Hours to be mutually set, though with some flexibility as needed
  - Potential for more hours and increased responsibilities over time
- Support the Executive Director and assist the VP of E-Rate, in all aspects of business operations, including but not limited to:
  - Organize and manage all government filings and insurance policies, ensuring deadlines are never missed
  - Review and provide recommendations regarding project budgets and spending
  - Assistance in identifying and preparing grant applications
  - Assistance with tracking spending and writing reports for grant-funded projects
  - Assistance with Board minutes and associated documentation
  - Coordinate/Manage projects such as:
    - Coordinate with outside auditor (to aid in grant application success)
    - Identify payroll provider for Puerto Rico resident(s)
  - Perform occasional specific projects as needed (e.g., verify contributor hours are within cap and fairly distributed, internal audit of client contracts)
- Routine administrative tasks, including but not limited to:
  - Answer telephones while on duty, screen and route calls; follow up
  - Write and edit business correspondence, proposals, reports, and thank you letters
  - Manage the company calendar, contacts, and the E.D.'s appointment schedule
  - Make travel arrangements for senior contributors
  - Coordinate events such as conferences
  - File documentation consistent with company standards
  - Coordinate with Bookkeeping, assisting occasionally

- Coordinate duties of student administrative employee to ensure completion of day-to-day administrative tasks

Potential Additional Duties

Depending on individual interest and skills, opportunities may arise to take on additional functions such as:

- Update news items on website
- Curate and organize stock photos for website and marketing purposes
- Create and edit video materials
- Assist with various technical projects
- Other tasks as needed

If duties are expanded, hours and compensation may be adjusted.

Minimum Qualifications

- Eligible to Work in the United States of America (birth certificate, passport, I9)
- B.S., B.A. or equivalent with high GPA
- At least five years of experience in an office setting requiring daily computer use
- Department of Justice and Federal Bureau of Investigation background checks and T.B. tests will be required on a regular basis, due to involvement with K-12 schools
- Reasonable means of transportation with appropriate licensing and insurance
- Ability to work:
    - Independently (with own computer, software and Internet access) and function in both formal and informal settings
    - Productively while remote with flexible hours
    - Cooperatively on a team, both in person and via telepresence
    - Effectively under deadline stress with low absenteeism
    - In person in San Carlos, CA, typically for 1 check-in meeting per week
- Fluent written and spoken English including excellent grammar and clear pronunciation
- Computer skills:
    - Microsoft Office Suite (Word, Excel, PowerPoint)
    - Email, Web, Acrobat
    - Adept at learning new tools, searching the web, etc.
- Indisputable integrity
- Other essential attributes: intelligent; eager to learn; tenacious; willing to ask questions when unsure; well-organized; efficient; self-motivated; courteous; customer-service oriented; able to balance priorities, multi-task and work on cross-functional teams; committed to making the world a better place
- Resourcefulness in problem-solving
- Lifelong learner
- Passion to make the world a better place by bringing modern educational technology to underserved schools and children
- Three (3) strong work-related references

Helpful Additional Qualifications

- Fluent written and spoken Spanish skills
- Additional experience working with senior managers in a high-technology context

- Facility with both Windows and Macintosh operating systems
- Contracting and procurement experience
- Computer science or other technical skills
- M.S./M.A. (especially in an information technology or engineering field) or M.B.A.
- Additional computer skills (FileMaker Pro, basic web design, art programs)
- Specific experience working in K-12 education or libraries
- Legal resident of California (first preference), FL, NY, OR, TX, UT, VA, WA

Compensation
- Offer will take into consideration education, other credentials, work experience, recent employment/compensation history, and nonprofit nature of Learningtech.org
- Exempt vs. non-exempt status will be determined in consultation with HR and labor law guidance, considering actual job duties and supervision
- Routine posting of hours and tasks performed is required regardless of exempt/non-exempt status
- Payroll is issued on alternate Fridays for work done through the previous Friday

How to Apply
- Please visit our website at https://learningtech.org to learn more about our company
- Please email resume to hiring@learningtech.org; please include telephone number
- Please also provide:
    - Recent compensation history
    - Sample written work (business letter, essay, story or article)
    - Educational transcripts, diplomas, or certificates earned (unofficial copies OK)
    - Names, email addresses, and telephone numbers for three professional references
- Please do not call; we will promptly acknowledge receipt of your inquiry
- We will call or email you to arrange a virtual interview if there is mutual interest
- Recruiter contacts are NOT welcome! We do ***not*** pay "Finders Fees" or commissions

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Learningtech.org embraces equity, diversity, and inclusion. We do not discriminate in hiring or advancement on the basis of gender, race, color, religion, age, national origin, disability, gender identity, sexual orientation, or any other classification protected by law.