

## POSITION DESCRIPTION

JOB TITLE:	Associate, Programs	STATUS:	Exempt
REPORTS TO:	Director, Programs	HOURS:	Full Time
DATE:	January 2021	DEPT:	Educate Texas

---

### Educate Texas Vision

A leading catalyst for progress, Educate Texas, a public-private initiative of Communities Foundation of Texas, is an innovative alliance of public and private groups that share a common goal: *Strengthen the public and higher education system so that every Texas student is prepared for educational and workforce success.*

### Educate Texas Mission

Increase postsecondary readiness, access and success for all students by building partnerships, leading innovation and scaling practices and policies.

### Texas College Access Network (TxCAN) Program Description

The Texas College Access Network (TxCAN) is an association of agencies and organizations working collaboratively to increase student access and success in postsecondary education. Through TxCAN, institutions of higher education, school districts, non-profit and for-profit college access service providers, state agencies, counselors and others have greater opportunities to work together in furthering a common mission of greater student postsecondary access and success.

### Summary

The Programs Associate will be primarily responsible for supporting the Texas College Access Network but will also support key organizational priorities as needed. Position is housed in Dallas, Texas; successful candidate must reside locally or be willing to relocate. Candidates must be willing to travel overnight (both in/out of state) up to 30% of the time.

### Key Responsibilities

- **Maintain strong partnerships with network member organizations**
  - Serve as the first line of communication with TxCAN partners
  - Vet invitations for convenings from member organizations and develop a schedule for regional visits allowing for maximum visibility and networking
  - Continually look for new organizations and initiatives to connect to our network.
  - Facilitate partner surveys and interviews for evaluations
- **Plan and coordinate network virtual and in-person convenings and professional development activities.**
  - Identify high quality content and presenters
  - Coordinate convening logistics and promotion of convenings
  - Coordinate post-event feedback process for convening participants
  - Helps set agendas and draft presentation materials with Director
  - Create and disseminate meeting minutes as needed
- **Communication and Public Relations**
  - Draft content for TxCAN e-newsletters, e-updates, and social media posts
  - Create PowerPoint Slides and other materials for presentations, proposals, and internal meetings

- Monitor trends and developments in state agency data and education research
- Serve as Educate Texas' representative on both internal and external committees and working groups as needed
- **Development**
  - Support funder relations with Development Team as needed
  - Assist Director in drafting responses to grant reports, funder requests and updates
- **Manage TxCAN intern(s)**

### **Qualifications**

- Bachelor degree in education, public policy, business, applied social sciences, psychology, or related field
  - Masters or higher preferred
- 3+ years of education-related experience preferred

### **Skills & Requirements**

- Detail-oriented, self-starter with strong organizational skills and the ability to manage multiple projects at the same time
- Demonstrated communication skills, both written and verbal, with experience communicating technical information and research findings to non-technical audiences across multiple modes; presentations, data visualizations, evaluation reports, and/or briefs
- Work effectively with staff in a team-oriented environment with a positive, can-do attitude
- Ideal candidate will have experience working in the college advising or admissions fields
- Exhibit a high degree of professionalism, business judgment, tact, and diplomacy
- Excellent problem-solving skills
- Proficient or expert skills using PowerPoint, Excel, Word, SharePoint, Outlook, and Zoom
- Valid state issued driver's license

**Disclaimer:** The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all employees within this class.

**Accommodations:** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

**Send your cover letter, resume, and salary requirements to: [careers@cftexas.org](mailto:careers@cftexas.org).**