



## CRAYONS TO CALCULATORS PROGRAM COORDINATOR

**Organization Description:** Impact on Education is an independent non-profit organization focused on leveraging community resources to impact student learning, create opportunities and build support for public education in the Boulder Valley. Our programs, partnerships and advocacy efforts are focused in three areas: Building support for public education; providing opportunities for students and helping them overcome barriers; and helping BVSD evolve, innovate and bring best practices forward. Additional information can be found at [www.ImpactOnEducation.org](http://www.ImpactOnEducation.org).

**Position Description:** We are looking for a part-time Program Coordinator to manage the Crayons to Calculators (C2C) Program from mid-May to mid-August. C2C is a community-wide school supply and backpack drive, a partnership between the Education Foundation for St. Vrain Valley (EFSVV) and Impact on Education (IOE), the Foundation for Boulder Valley Public Schools. We are focused on ensuring that every student in the Boulder Valley and St. Vrain Valley School Districts starts school with the supplies he or she needs to succeed. Impact on Education is a founding partner and the fiduciary agent for Crayons to Calculators. C2C enjoys great community support and volunteer contributions.

The C2C Program Coordinator will:

- 1) Refine and execute the C2C Program timeline and logistics plan
- 2) Coordinate responsibilities and regularly communicate with our partners at EFSVV.
- 3) Coordinate and execute the marketing, fundraising and communications plan for the program
- 4) Coordinate participating schools: requests, scheduling, distribution, and volunteers
- 5) Create "master order" for school supplies & shipment to "donated" warehouse
- 6) Track inventory and develop reports for C2C partners and supporters
- 7) Coordinate school supply donations from business collection sites
- 8) Coordinate, manage and oversee volunteers at packing site

The C2C Program Coordinator MUST be available to work approximately 450 hours between May 6 and August 30 with 30-40 hours per week during the month of July and 20-30 hours per week the rest of the summer. C2C Program Coordinator will have the full support of IOE and EFSVV staff and will have the opportunity to learn a lot while contributing to the distribution of 11,000 backpacks filled with school supplies to kids in need in our community!

### Candidate Requirements:

- Proven skill with a similar project management assignment that includes organizing logistics and working with volunteers
- Physical health and mobility, including an ability to lift and carry up to 75 lbs, as well as a valid drivers license and vehicle

### Key Skills, Attributes and Experience:

- Self-starter who enjoys working independently while contributing to the team and interacting with various communities
- Multi-tasker. Enjoys variety and thrives in a deadline-driven environment
- Results-oriented, professional, resourceful and organized
- Great attention to detail
- Excellent communication (written and verbal).
- Excellent organizational skills including the ability to juggle competing priorities
- Strong work ethic, professional, resourceful and ethical
- Proficient with Microsoft Word and Excel- web and graphics skills are a HUGE plus!

A project fee of \$7,500 will be paid out over the 3 month project time period.

### Timing

Interested applicants should submit a cover letter and resume to [info@impactoneducation.org](mailto:info@impactoneducation.org) by April 26.