



TITLE: Education Coordinator
REPORTS TO: Director, Economic Advancement

FLSA STATUS: Exempt
DATE: January 2025

Ascend Dallas is a nonprofit organization committed to helping women and families create their path to a better life through financial security and parenting supports. Formerly known as the Ascend Dallas, Ascend Dallas serves nearly 2,000 people each year. If you want to make a lasting impact in the lives of women and children in Dallas County, work with a team of passionate professionals – Ascend Dallas is the place for you.

This position accounts for the organization and execution of all Ascend Dallas education programming. The position serves as the internal point of contact for all classes both virtual and on site. This role will be vital to keeping accurate education calendars in Outlook Salesforce and in our Learning Management System and connect education clients to appropriate personnel for enrollment in Ascend Dallas Coaching Services. This position will create and manage curriculums for all educational programs.

Evening and weekend hours may be required. Reliable transportation is needed.

PRIMARY RESPONSIBILITIES INCLUDE:

Education Services

- Create and maintain monthly schedules for all Ascend Dallas Education Programming including classes hosted at partner sites.
- Build all education courses in the Learning Management Systems and Salesforce Database.
- Quality controls the accuracy of LMS to Salesforce education automation for reporting.
- Manage day of virtual onsite education coordination including but not limited to equipment classroom materials and logistics.
- Create, Update and Organize Education Curriculum
- Communicate Education Volunteer Needs to Volunteer Coordinator
- Develop and distribute client newsletter to advertise monthly education offerings.
- Assure all onsite clients are connected to resource, and coaching services.
- Assist in creating social media content for Monthly Education programming.
- Prepare and maintain internal reports and coordinate internal meetings to develop community education strategies

Agency

- Understand the mission of Ascend Dallas, communicating programs and services effectively, serving as a primary community liaison for coalitions and marketing efforts.
- Meet established targets and KPIs.
- Supports agency mission, procedures, and outcomes by demonstrating eagerness to learn and assume responsibility; seeking out and accepts increased responsibility. Showing persistence and seeks alternatives when obstacles arise; taking initiative to offer resolution plan; Working within the system in a resourceful manner to accomplish reasonable work goals; showing flexibility response to process change and adapting to and accommodating new methods and procedures.
- Accepts direction and feedback from supervisor and follows through appropriately.
- Performs other duties as assigned.

KNOWLEDGE & EXPERIENCE:

- Bilingual/Spanish preferred; Bachelor's degree in Social Work or related field preferred
- At least two years' nonprofit experience; experience working with volunteer programs, volunteer management preferred.
- Understanding of social media platforms and best practices. Knowledge of other 3rd party applications such as MailChimp, Salesforce, Microsoft Office Suites.
- Creative and self-starter; excellent written and verbal communication skills, demonstrating responsiveness, persistence and reliability.
- Demonstrated ability to establish and maintain positive working relationships with others; able to work independently and take initiative.
- Strong organizational and time management skills
- Ability to work flexible schedule (May be required to work some evenings/weekends).
- Must have reliable transportation, local travel required.

PERKS & BENEFITS

- Medical/Dental/Vision/Short-Long Term Disability. Company paid Life Insurance
- 401k with company match
- Optional remote workdays
- Generous PTO package including extended time off from December 24th to New Years
- Paid Parental Leave

HOW TO APPLY:

- Ascend Dallas is an equal opportunity employer. For immediate consideration, qualified candidates should submit a resume via email to jobs@ascenddallas.org.

