



TEXAS A&M UNIVERSITY-SAN ANTONIO  
Institute for School and Community Partnerships

## Special Projects Coordinator

A&M San Antonio's Institute for School and Community Partnerships is a **model institute** partnering with the Texas A&M University at San Antonio and area partners. The Institute's mission is to **transform students through innovative practices, research, and policy**. The Institute's model includes school system transformation, improving services to children for early intervention, and PK-12 district partnerships that prepare students for college and high-demand careers. The Institute is a hub of excellence for understanding and impacting child and youth development through innovative **student-centered** approaches, **career-ready models**, **student-led research**, and high-demand **workforce opportunities for all students**.

**Role:** We are seeking an innovative, agile, and team-oriented Special Projects Coordinator to join our dynamic team. This role is pivotal in driving forward our mission by managing and executing special projects that support our partnerships with public schools in the San Antonio area and throughout the region. The ideal candidate will be a creative problem solver with a passion for education and community development while possessing the skills of driving projects to successful execution. The SPC is a critical role for the Institute and requires focus, teamwork, and attention to detail.

### Key Responsibilities:

- **Project Management:** Lead and coordinate special projects from conception to completion, ensuring alignment with the Institute's mission and goals.
- **Partnership Development:** Collaborate with public schools, educators, and community stakeholders to identify needs and develop tailored projects that enhance educational outcomes.
- **Innovation and Agility:** Develop and implement innovative strategies and solutions to address educational challenges, staying flexible and adaptive to changing circumstances.
- **Team Collaboration:** Work closely with internal and external teams to ensure cohesive project execution and foster a collaborative working environment.
- **Research and Analysis:** Conduct research to support project development, including data collection and analysis to measure project impact and effectiveness.
- **Communication:** Prepare and deliver presentations, reports, and updates to stakeholders, ensuring clear and effective communication of project progress and outcomes.
- **Resource Management:** Identify and manage resources, including budgets, materials, and personnel, to ensure successful project completion.
- **Community Engagement:** Engage with the local community to promote the Institute's initiatives, gather feedback, and build strong relationships that support project goals.



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**Qualifications:**

- **Education:** Bachelor's degree in Education, Public Administration, Project Management, or a related field.
- **Experience:** Minimum of 5 years of experience in project coordination or management, preferably within the education or nonprofit sectors.
- Professional project management certification preferred, (e.g. PMP)

**Skills:**

- Strong organizational and project management skills, and experience using project management tools and software.
- Excellent communication and interpersonal abilities.
- Creative and innovative mindset with the ability to think outside the box.
- Proficiency in data analysis and reporting.
- Ability to work independently and as part of a team.
- Familiarity with educational systems and community engagement practices.

**Personal Attributes:**

- **Innovative:** Ability to generate creative solutions and implement new ideas to enhance educational outcomes.
- **Agile:** Flexible and adaptive to changing environments and challenges.
- **Team Player:** Collaborative approach to working with diverse teams and stakeholders.

**Why Join Us:**

- **Impact:** Make a significant contribution to the education and future of students in the San Antonio region.
- **Growth:** Opportunity for professional development and career growth within a supportive and mission-driven organization.
- **Community:** Be part of a passionate team dedicated to making a positive difference in the community.

**Application Process:** Interested candidates should submit a resume and cover letter detailing their qualifications and interest in the position to [hmunoz@tamusa.edu](mailto:hmunoz@tamusa.edu) by July 8, 2024.

*Join us in our mission to enrich and enhance the educational experiences of students in San Antonio!*





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**Compensation**

**Annual Salary Range** is \$65,000 - \$75,000.

Excellent medical, dental and vision plans offered. This is a grant funded position and continuation is contingent on continuation of grant funds.

***The Institute is an equal opportunity employer. We celebrate diversity and are committed to creating an equitable and inclusive environment for all Institute employees, district partners and the students served by both.***

